



For office use:

Case #:	Submission Date:	Planner Assigned:
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1. **Select the case type (one application required per case type) and submit this form, including all supplemental materials and fees, to the Community Development Permit Center - 3rd Floor City Hall (701 E. Broadway). For case types not shown, contact the Planning and Zoning Division at (573)874-7239.**

Concept Review Meeting

- Letter to Community Development Director describing request, noting restrictions of record, easements & right-of-way affecting site
- Locator map* (Indicate existing land uses on subject site and adjacent property. This can be noted in above letter.)
- Legal description of the property*
- A .PDF of sketch plan or plat, if applicable

Electronic submission required. E-mail application & supporting documents to planning@gocolumbiamo.com

Preliminary Plat, Final Plat, or Replat

- Letter to Community Development Director describing request, noting total land area in acres, & number of lots proposed
- 5 full-sized copies of subdivision plat
- Digital .PDF copy of plat
- Completed "Preliminary Plat Checklist" or "Final Plat Checklist" for final plats & replats**
- Performance contracts**: Two signed originals (N/A to preliminary plats)
- Construction plans to Public Works (N/A)

Hard copy & electronic submissions required. E-mail complete application & supporting documents to planning@gocolumbiamo.com

Variance

- Letter to Community Development Director describing request & noting section(s) of the Regulations to which variance is requested
- Locator map*
- Original surveyor sealed legal description of the property (N/A to sidewalk variance requests)
- Editable digital copy of legal description (N/A to sidewalk variance requests)
- "Variance" or "Sidewalk Variance" worksheet** (N/A to variances requested in conjunction with planned developments)

Hard copy & electronic submissions required. E-mail complete application & supporting documents to planning@gocolumbiamo.com

Rezoning or Permanent Zoning

- Letter to Community Development Director stating reason for request, requested zoning district(s), & adjacent land uses & zoning
- Locator map*
- Original surveyor sealed legal description of the property
- Editable digital copy of legal description
- Completed "Statement of Intent" worksheet**, if planned district zoning is requested (N/A)

Hard copy & electronic submissions required. E-mail complete application & supporting documents to planning@gocolumbiamo.com

Planned District Development Plan, Minor Amendment, or Major Amendment

- Letter to Community Development Director describing request
- 5 full-sized copies of development plan
- Digital .PDF copy of plan
- Completed "Development Plan Checklist" & "Preliminary Plat Checklist" (N/A to amendment requests)**
- Completed "Design Parameters" worksheet** (N/A to PUD plans or minor amendment requests)

Hard copy & electronic submissions required. E-mail complete application & supporting documents to planning@gocolumbiamo.com

Easement/Right-of-way(ROW) Vacation, New Easement Dedication

- Letter to Community Development Director describing request
- Locator map*
- Map showing area(s) to be vacated
- Original surveyor sealed legal description(s) of the area(s) to be vacated, & executable new easement document(s), if applicable
- Editable digital copy of legal description(s) for vacations, & dedications

Hard copy & electronic submissions required. E-mail complete application & supporting documents to planning@gocolumbiamo.com

Annexation Petitions (voluntary and annexation agreement)

- Letter to Community Development Director describing request, noting existing County zoning & requested City zoning district(s)
- Locator map*
- Original surveyor sealed legal description of the property
- Editable digital copy of legal description
- Annexation petition** (signed by all fees interest & notarized)
- Address verified by Building & Site Development (874-7474): House/unit #: _____ Street: _____ City: _____ State: _____
- Business name (if applicable) _____ Tax ID # _____

Hard copy & electronic submissions required. E-mail complete application & supporting documents to planning@gocolumbiamo.com

*The Boone County Parcel Information Viewer provides internet access to locator maps & property deeds (<http://www.showmeboone.com/ASSESSOR/>).

**Forms are available online at http://www.gocolumbiamo.com/Planning/Zoning/application_forms.php.

2. Provide the following project & land use information for the subject property and immediate surroundings:

Plat/Plan Title (if applicable):	Case # from previously held concept review meeting (if applicable):
Location (e.g., distance from street intersection; include address, if applicable):	
Parcel ID#(s) (available at http://www.showmeboone.com/ASSESSOR/ , or from the Boone County Recorder's Office (phone: 573-886-4345):	
Area (acres):	Current zoning:
Current land use (note existing structures, if applicable):	Requested zoning (if applicable):

3. Indicate existing service providers (required for rezoning & subdivision requests):

Sanitary sewer:	Electric:
Water:	Fire protection:

4. Provide contact information for the property owner and applicant/agent/contract purchaser:

Owner:	<input type="checkbox"/> Applicant/ <input type="checkbox"/> Agent/ <input type="checkbox"/> Contract purchaser:
Owner's signature (required for rezoning & development plan requests):	Firm:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Fax:	Fax:
E-mail:	E-mail:

Fee Schedule:

Case Type	Processing		Advertising	Recording	Subtotal
Concept Review	N/A		N/A	N/A	\$0
Preliminary Plat	\$600 + \$10/lot		N/A	N/A	\$
Final Plat	\$400 + \$10/lot		N/A	24X36": \$69 1 st sheet + \$50/add.	\$
Replat	\$300 + \$10/lot			18X24": \$44 1 st sheet + \$25/add.	\$
Plat Vacation (abrogation)	\$300		N/A	N/A	\$
Variance	\$350		N/A	N/A	\$
Easement/ROW Vacation	\$350		N/A	Minimum \$30 (up to 3 sheets) + \$3/additional sheet	\$
Easement Dedication	N/A		N/A		\$
Permanent Zoning*	0-2 ac: \$300 >2-5 ac: \$450 >5-10 ac: \$600	>10-15 ac: \$900 >15-20 ac: \$1200 >20 ac: \$1,500	\$125	N/A	\$
Rezoning					\$
Development Plan					\$
Major Plan Amendment					\$
Minor Plan Amendment	\$200		N/A	N/A	\$
Hearing Continuance	\$100		N/A	N/A	\$
Cellular Tower (new)	\$1500		N/A	N/A	\$
Cellular Tower (co-locate)	\$250		N/A	N/A	\$
Annexation petitions (voluntary or agreement)	\$250		N/A	N/A	\$

*- Fees apply only when permanent zoning is dissimilar to Boone County zoning

For office use:

Case Description:							
Filing Deadline	Concept Review	Public Info Meeting	Council Res. (Annexations)	PZC Meeting	Council Res. (Prelim. Plats)	Council 1 st read	Council 2 nd & 3 rd read
Send postcard (Con Rev: meeting date; Pub Info: 1 wk after submittal)	Send staff comments (2 weeks after submittal)	Send ad & letters (20 days before PZC)	Receive revisions (1 wk after staff comments)	Send 2 nd review comments (1 wk after revisions received)	Send Annexation Council report (13 days before PZC)	Send PZC report (10 days before PZC)	Send Council report (10 days before 1 st read)
Verified complete (Sign & date):	Fees paid (Sign & date):		Ward:	Neighborhood Associations:			Historic structures over 50 years (Y/N):