

**INSTRUCTIONS IN COMPLETING
THE NOTICE OF APPLICATION TO THE PLANNING AND ZONING COMMISSION
(FOR A CONDITIONAL USE PERMIT)**

EACH APPLICATION MUST:

1. Be properly completed and submitted prior to 12 Noon on the deadline date. Applications shall be submitted via the City of Columbia's Customer Self-Service (CSS) Portal electronically. Faxed or email applications will not be accepted. Instructions on setting up a CSS account are available at <https://www.como.gov/community-development/>.
2. Be accompanied by an executed Property Owner Authorization Form (PAOF) that is signed by the owner(s) of the property or by a person duly authorized by such owner. If the owner of record (per the Boone County Assessor's Office) is: an individual, he or she can sign; a partnership, a partner may sign; in joint ownership, a joint owner may sign; anything other than an individual, partnership or joint ownership, a duly qualified and authorized attorney at law licensed in the State of Missouri must sign. ***The same is true of representation at the meeting.***
3. Include both a WORD and PDF version of the legal description of record as shown in the recorded deed for the property which can be obtained at the Boone County Recorder's Office.
4. Include the 14 digit real estate tax number that can be obtained from the Boone County Assessor's Office.
5. Include a site plan, unless waived by the Community Development Department – Planning and Zoning Division. This plan does not need to be a professional site plan - a legible hand drawn sketch is acceptable. If necessary to clearly convey details of the application, the applicant shall submit such site plan as an 11" x 17" document.
6. Provide written responses to the conditional use permit "approval criteria" questions shown in Section 29-6.4(m)(2)(i) of the Unified Development Code (UDC). Failure to provide responses may result in denial of application.
8. Any assertions, claims, or representations made in response to application questions or submitted with supplemental correspondence shall be accompanied by supporting documentation.
9. Pay at the time of application submission or at the time of invoicing an application fee of \$400.00 (\$250.00 application processing and \$150.00 refundable advertising fees) to be considered by the Planning and Zoning Commission. Payment of fees via credit card (online transactions) or check (invoiced transactions) are accepted. Checks shall be made payable to the City of Columbia and mailed to City of Columbia - Community Development, 701 E. Broadway, Columbia 65201. Check payments shall include invoice number.

An applicant may submit additional supporting information believed pertinent to the application for Planning Commission and City Council consideration. Such information shall be marked "Exhibit/Attachment" and shall become part of the permanent record of the case.

If you have application questions, contact a City Planner at (573) 874-7239.

**2021 Calendar and Filing Deadlines
Planning and Zoning Commission
City of Columbia, Missouri**

Application Deadline	Early Project Notification	Planning & Zoning Commission Meeting	City Council Introduction & 1st Reading	City Council Public Hearing, 2nd & 3rd Reading, and Vote
11/30/2020	12/7/2020	1/7/2021	2/1/2021	2/15/2021
12/14/2020	12/21/2020	1/21/2021	2/15/2021	3/1/2021
12/28/2020	1/4/2021	2/4/2021	3/1/2021	3/15/2021
1/11/2021	1/18/2021	2/18/2021	3/15/2021	4/5/2021
1/25/2021	2/1/2021	3/4/2021	4/5/2021	4/19/2021
2/8/2021	2/15/2021	3/18/2021	4/19/2021	5/3/2021
3/1/2021	3/8/2021	4/8/2021	5/3/2021	5/17/2021
3/15/2021	3/22/2021	4/22/2021	5/17/2021	6/7/2021
3/29/2021	4/5/2021	5/6/2021	6/7/2021	6/21/2021
4/12/2021	4/19/2021	5/20/2021	6/21/2021	7/6/2021
5/3/2021	5/10/2021	6/10/2021	7/6/2021	7/19/2021
5/17/2021	5/24/2021	6/24/2021	7/19/2021	8/2/2021
5/31/2021	6/7/2021	7/8/2021	8/2/2021	8/16/2021
6/14/2021	6/21/2021	7/22/2021	8/16/2021	9/7/2021
6/28/2021	7/5/2021	8/5/2021	9/7/2021	9/20/2021
7/12/2021	7/19/2021	8/19/2021	9/20/2021	10/4/2021
8/2/2021	8/9/2021	9/9/2021	10/4/2021	10/18/2021
8/16/2021	8/23/2021	9/23/2021	10/18/2021	11/1/2021
8/30/2021	9/6/2021	10/7/2021	11/1/2021	11/15/2021
9/13/2021	9/20/2021	10/21/2021	11/15/2021	12/6/2021
9/27/2021	10/4/2021	11/4/2021	12/6/2021	12/20/2021
10/11/2021	10/18/2021	11/18/2021	12/20/2021	1/3/2022
11/1/2021	11/8/2021	12/9/2021	1/3/2022	1/18/2022
11/15/2021	11/22/2021	1/6/2022	2/7/2022	2/21/2022
11/29/2021	12/6/2021	1/6/2022	2/7/2022	2/21/2022
12/13/2021	12/20/2021	1/20/2022	2/21/2022	3/7/2022

Meetings begin at 7:00 p.m. and are held in the City Council Chamber located in City Hall at 701 E. Broadway.