

## ***Rezoning Request Process***

A rezoning application is needed if a property owner wants to change the current zoning of their property.

A zoning change requires two separate public meetings – one **public meeting** before the Planning and Zoning Commission and one **public hearing** before the County Commission. The Planning and Zoning Commission will vote to either *recommend* approval or denial of the application. The County Commission will then make the final decision.

When a rezoning is desired, the applicant must first fill out the General Application, which can be obtained at the Planning and Zoning Office or online at [www.franklinmo.org](http://www.franklinmo.org).

Once the applicant has filled out the General Application, they must submit it to the Planning and Zoning Office along with a copy of the general warranty deed of all affected properties, a sketch plan of the properties, a legal description of the properties (if different than the legal description found in the general warranty deed), and the fee of \$750.00 at least thirty (30) days prior to the next regularly scheduled Planning and Zoning Commission Meeting (held the third Tuesday of every month). Please note that, as each situation is unique, the Planning & Zoning Department and/or the Planning & Zoning Commission may require more information to be submitted.

Once the application is received, it will be reviewed by Planning and Zoning Staff and added to the agenda for the next available meeting. Public notices will be sent to the surrounding properties within 600 feet of the proposed rezoning. In addition, a notice will be placed in the newspaper.

At the meeting, the applicant will generally be asked to give information related to the Rezoning Request. The Commission will usually not make any recommendation until the following meeting.

The Planning and Zoning Review Committee may review the application further, which may include a site visit to the property. They would then make a recommendation to the Planning and Zoning Commission on whether or not to recommend approval of the rezoning.

At a subsequent meeting (usually the following meeting) the Planning and Zoning Commission will vote to make a recommendation to the County Commissioners in favor of the rezoning or against the rezoning.

The final decision for a rezoning must be made by the County Commission, no matter what the Planning and Zoning Commission recommends. There will be a public hearing before the three County Commissioners. Notices will again be sent to those within a 600 foot radius of the property, a notice will be placed in the newspaper, and the applicant and other residents will be asked to testify. It is not typical for the County Commissioners to make a decision the day of their hearing. Their decision will generally take place at one of their regular Tuesday morning meetings (their agendas are posted at [www.franklinmo.org](http://www.franklinmo.org)). The result of the final decision will be mailed to the applicant.