

PROCEDURES FOR SUBMITTING EVIDENCE and/or WRITTEN TESTIMONY

In order to be considered by the Planning & Zoning Commission, County Commission (only cases that are administered by the Planning & Zoning Department), Review Committee, and/or Board of Zoning Adjustment and included into the record for a specific file, evidence and/or written testimony must be submitted in compliance with the procedures set forth below.

Deadline for the Meeting Packets:

In order to be added to the meeting packets that are mailed out to the Commissioners/Members prior to the meeting, evidence and/or written testimony must be received by the Planning & Zoning office by 4:30p, 11 days prior to the meeting (Friday - or Thursday, if Friday is a holiday) and must include the following number of copies:

Planning & Zoning Commission: 12 copies (1 for each of the 11 Commissioners and 1 for the file)

Board of Zoning Adjustment: 8 copies (1 for each of the 5 Board Members, 2 for each of the Alternate Board Members, and 1 for the file)

County Commission: 4 copies (1 for each of the 3 Commissioners and 1 for the file)

If evidence and/or written testimony is submitted via email, payment for copies* must also be made to the Planning & Zoning office. The deadline for payment is the same as the deadline for evidence and/or testimony. *If the submittal is substantial in size, payment for shipping costs may be required.*

Deadline for the Public Hearing:

Written Testimony may be submitted up to and during a public hearing, but must include the following number of copies:

Planning & Zoning Commission: 12 copies (1 for each of the 11 Commissioners and 1 for the file).

Board of Zoning Adjustment: 8 copies (1 for each of the 5 Board Members, 2 for each of the Alternate Board Members, and 1 for the file)

County Commission: 4 copies (1 for each of the 3 Commissioners and 1 for the file)

If written testimony is submitted via email, it must be received by 4:30p, the day prior to the meeting. Payment for copies* must also be made to the Planning & Zoning office. The deadline for payment is the same as the deadline for submittal.

Evidence may be used in conjunction with oral testimony at the public hearing, but a copy must be provided **prior** to beginning the oral testimony.

PowerPoint Presentations may be shown in conjunction with oral testimony, but a copy must be provided **prior** to the presentation. The presenter must provide his or her own laptop. Planning Staff will be available at the meeting to assist in connecting the laptop to the projector.

PLEASE NOTE: The applicable Board or Commission may vote to leave a file open for further evidence and/or written testimony after the public hearing has been held. If so, submittals must meet the deadline set by that Board or Commission. The number of copies required still applies. The Planning & Zoning office can verify the status of any file.

** Copies are made at a rate of \$0.10/page (black and white, 8 ½" x 11"). If testimony includes larger paper, color copies, or an alternative medium, additional fees may apply. If the submittal is substantial in size, an administrative fee may be charged.*

Questions?

**Call the Planning & Zoning Department at (636) 583-6369,
or email planningandzoning@franklinmo.net**