

## **Rezoning Procedure**

### City of Fredericktown, Missouri

1. Property owner obtains a rezoning application from Building & Planning Department at 124 West Main Street (573-783-3683) or from the city website at [www.fredericktownmo.org](http://www.fredericktownmo.org).
2. Property owner submits complete application along with **\$200.00 non-refundable filing fee** to the City Clerk.
3. The application is reviewed by City staff to ensure that all necessary information has been provided.
4. When complete, the City Building Inspector will present the application, maps, and all other pertinent information to the Board of Aldermen. The Board will review and either:
  - a. Submit the application to Planning and Zoning for their recommendation; or
  - b. Reject the application if the application is made within 6 months of a prior rejection of a previous application to amend the same tract.
5. If referred to the Planning and Zoning Commission, the Building Inspector will present the application, maps, and all other pertinent information at their next scheduled meeting. The owner or his representative will be given an opportunity at that time to speak before the Commission in support of the request. The Commission will vote on a recommendation for action by the Board.
6. The Building Inspector will present the recommendation along with the application, maps, and all other pertinent information to the Board of Aldermen at their next regularly scheduled meeting. The Board will review and either:
  - a. If the Planning and Zoning Commission recommends a denial of the zoning request, the Board may:
    - i. Return the application to the Commission with instructions; or
    - ii. Set a public hearing to obtain citizen input before voting on the request; or
    - iii. Disapprove the application. If The Board waives the public hearing and disapproves the application, the applicant may (within 10 days) request a public hearing.
  - b. If the Planning and Zoning Commission recommends approval of the zoning request, the Board will set a public hearing to obtain citizen input before voting on the request.
  - c. If the Board takes no action within 120 days, the application is deemed denied.
7. At the public hearing the owner will be given an opportunity to speak before the Board of Aldermen in support of his/her request. Interested citizens both

in favor and against will also have an opportunity to speak before the Board of Aldermen. Each citizen wishing to speak must:

- a. Stand and state your name and address;
- b. Speak in a clear, concise and understandable manner;
- c. Comments will be limited to a reasonable period of time;
- d. Each person wishing to speak will be heard before any individual will be permitted to speak a second time.

The purpose of the hearing is to allow the Board to gather all possible information concerning the project or issue under consideration and is not to be used as a forum for debate. All comments shall be made directly to the Board. Argumentation between citizen speakers will not be tolerated. Each person attending the public hearing should sign the attendance sheet.

8. At their next regular meeting after the public hearing the Board will vote on the Application. (If the request received an unfavorable recommendation from P&Z, a 2/3 majority of the entire membership of the Board of Aldermen is required to approve the request.)

9. The property owner will be formally notified in writing of the decision of the Board of Aldermen. Approval will be in ordinance form and a copy of the ordinance will be provided to the owner.

10. The following notices will be given by the city regarding public hearings:
  - a. Publication in a local newspaper at least fifteen (15) days before the hearing date.
  - b. Notices are mailed to owners of property within 185' (excluding right-of-ways) of the property for which the change is requested.
  - c. A sign is posted on the property advertising the public hearing.

**11. Please take into consideration that the entire rezoning process takes approximately 60-90 days.**

For additional information, refer to § 405.250 of the City Code of Ordinances.

**Please keep the above rezoning procedure information for your reference  
Return only the application form and required attachments to:**

Belinda Lopez, City Clerk  
City of Fredericktown  
124 West Main Street  
Fredericktown, MO 63645

573-783-3683 (phone)  
573-783-5152 (fax)

[cityclerk@fredericktownmo.org](mailto:cityclerk@fredericktownmo.org)

**REZONING APPLICATION FORM**  
City of Fredericktown, Missouri

1. Names, addresses, and phone numbers of all legal property owners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Street address, legal description, or other location description of property in question: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Present zoning classification of property: \_\_\_\_\_
4. Requested zoning class or action: \_\_\_\_\_
5. Name, address, and phone number of contact person for this application:  
\_\_\_\_\_  
\_\_\_\_\_
6. Is transfer of ownership of tract(s) pending outcome of this application?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, state name, address, and phone number of intended new owner: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. State the use for which this tract will be used if the applicant's request is granted: \_\_\_\_\_  
\_\_\_\_\_
8. State the reason(s) why you believe the requested use will be beneficial to the neighborhood and the City of Fredericktown: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

9. Additional items required:

- a. A copy of the most recent deed(s) for the property. If additional tracts are described on the deed, mark which tract is requested to be rezoned.
- b. Application fee of \$200.00.
- c. List of names and tax mailing addresses of property owners within 185 feet. List is available from the Madison Co Assessor office.
- d. Mailing envelopes, stamped and addressed to adjacent property owners.
- e. One (1) full size plat or survey of the property, if available.
- f. Upon request of City following review of Application by City staff, plat plan drawn to scale, showing boundary dimensions, adjoining streets, existing and proposed plans for the area requested to be rezoned, and references to adjoining property owners. Scaled plat may be required for such reasons as size of parcel, extent of demolition or construction planned, etc.

10. The undersigned certify upon our oaths that all of the information contained in this application is true: (signatures of all persons listed in No. 1 and No. 6)

Signature	Date
Signature	Date
Signature	Date
Signature	Date

For City Use Only Below Line

Date complete application submitted: \_\_\_\_\_

Date initially submitted to Board of Aldermen: \_\_\_\_\_

Recommendation of P&Z Commission: \_\_\_\_\_

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Date of P&Z Recommendation: \_\_\_\_\_

Date recommendation presented to Board of Aldermen: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Date of newspaper publication of public hearing: \_\_\_\_\_

Date notification of public hearing mailed to surrounding property owners: \_\_\_\_\_

Date of Board of Aldermen decision: \_\_\_\_\_

Decision of Board of Aldermen: \_\_\_\_\_

Ordinance Number: \_\_\_\_\_