

## ***Rezoning Request Process***

If a property owner wants to change the current zoning of their property, they must submit a Rezoning Request.

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

The applicant must first fill out a General Application Form. This form is available at the Planning & Zoning Office (open Monday-Friday, 8 a.m.-4:30 p.m.), or on our website at [franklinmo.org](http://franklinmo.org).

Once the applicant has filled out the General Application Form, they must submit it to the Planning & Zoning Office along with the Justification for Rezoning application supplement, the Applicant Information Form, 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 & 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.

When the application is received, it will be reviewed by Planning & Zoning Staff and added to the agenda for the next available Planning & Zoning Commission meeting. Public notices will be sent to the property owners within six hundred (600) feet of the property. In addition, a notice will be placed in the newspaper.

At the Public Hearing, the Planning & Zoning Commission will hear the testimony of the applicant, as well as anyone else in favor of the application. Next, they will ask for testimony of those opposed to the application. The application may be moved to “Unfinished Business” and voted on the same night. If the application is not moved to Unfinished Business that night, it will be Unfinished Business at the following month’s Planning & Zoning Meeting. The Planning & Zoning Commission will vote to make a recommendation to the County Commissioners in favor of the rezoning or against the rezoning. The Planning & Zoning Commission agendas and transcripts are posted on our website at [franklinmo.org](http://franklinmo.org).

The final decision for a rezoning must be made by the County Commission, no matter what the Planning & 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 and a notice will be placed in the newspaper. It is not typical for the County Commissioners to make a decision the day of the public hearing. Their decision will generally take place at one of their regular Tuesday morning meetings. The County Commission agendas and transcripts are posted on our website at [franklinmo.org](http://franklinmo.org).

The result of the final decision will be mailed to the applicant.