



REZONING/SPECIAL USE PERMIT PROCEDURES

The Osage Beach Planning Commission holds regularly scheduled hearings on the second (2nd) Tuesday of each month. (Please contact the Planning Department for Meeting Schedule).

To be considered for rezoning the applicant(s) must provide the following:

1. Complete, concise legal description of the area in question. Must be typed or a copy of an official document, i.e. abstract, warranty deed, tax receipt, etc.
 2. Application (attached) must be completed and signed by the property owner and notarized.
 3. Site plan showing existing buildings, proposed buildings, distances from property lines, tract size, streets and other property characteristics. This plan must be accurate and to scale. Small copies (8.5x11) should be included with large site plans, surveys, etc. * Site plan requirements for Special Use Permits, Overlay requests, and PUD's must be obtained from the Planning Department.
 4. Location sketch or plat of the land, showing adjoining and abutting tracts and the owners of those tracts must be included. Standard rezoning applications must include ALL property owners within 185 feet. * E-Overlay requests should include ALL property owners within 250 feet of subject property. Properties adjacent to Lake of the Ozarks shall submit names and addresses for those owners in both directions from the property corners adjacent to the lake and then along the shoreline 1000 feet, and ALL properties perpendicular and adjacent thereto.
 5. A letter or report describing the request and any past and present issues related to the request should be included. The document should be concise, legible and addressed to the Planning Commission.
 6. A list of owners of record, title of the subject property and of ALL property within 185 feet of the boundaries of the subject property with current mailing addresses of such owners as set forth in the land records of Camden or Miller County, Missouri. For E-1, E-2 and E-3 Districts, notification requirements are outlined in the site plan requirements of City Code. Inaccurate or incomplete information shall subject the application to rejection or tabling by the Planning Commission.
 7. Filing fee for Planning and Zoning case review is two hundred (\$200.00) dollars (effective 08/01/06). Postage shall be determined by the rate for certified/return receipt mail at the time of application, for each property owner within the specified 185 feet.
 8. The City Planner, prior to payment and filing with the City Clerk, shall review all application materials. Applications must be filed with the City Clerk on the third (3RD) Friday of the preceding month. A filing deadline and hearing schedule may be obtained from the Planning Department.
- NOTE: Items 3 & 4 may be combined as part of the site plan requirements for E and PUD zones.

Incomplete applications may be removed from the Agenda and returned to the applicant via regular mail.

Please mail application materials to: CITY OF OSAGE BEACH
PLANNING DEPARTMENT
1000 CITY PARKWAY
OSAGE BEACH, MO 65065



Date Received: _____
Case #: _____

REZONING/SPECIAL USE PERMIT APPLICATION

1. Name of property owner: _____ Phone: _____

Address: _____ City: _____ State _____ Zip: _____

List all owners of the property. If corporation or partnership, list names, addresses and phone numbers of principal officers or partners:

2. Name of landowner's representative, if different from above: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

3. All correspondence relative to this application should be directed to whom? _____

Address: _____ City: _____ State _____ Zip: _____

4. General location of property to be rezoned or for which special use permit is sought (include street numbers for existing structures): _____

Address: _____ City: _____ State _____ Zip: _____

5. Do you have a specific use proposed for this property? Yes No

Explain all uses: _____

6. Area of property in square feet or acres: _____

7. Current zoning classification: _____

8. Sources of utilities: Water: _____ Gas: _____

Sewer: _____ Electric: _____

9. Proposed zoning classification: _____

10. How long have you owned this property? _____

11. Current use of property (describe all improvements): _____

12. Current use of all property adjacent to subject property: North: _____

South: _____ East: _____ West: _____

