



**REZONING / SPECIAL USE PERMIT APPLICATION**  
**CITY of CAPE GIRARDEAU**

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

**Property Address/Location**

<b>Applicant</b>		<b>Property Owner of Record (if other than Applicant)</b>	
Mailing Address	City, State, Zip	Mailing Address	City, State, Zip
Telephone	Email	Telephone	Email
Contact Person (If Applicant is a Business or Organization)		(Attach additional owners information, if necessary)	
<b>Type of Request: Rezoning, Special Use Permit, or Both</b>			
<b>Existing Zoning District</b>		<b>Proposed Zoning District (Rezoning requests only)</b>	

**Legal description of property to be rezoned and/or upon which the special use is to be conducted**

**Describe the proposed use of the property.**

*Application continues on next page*

<b>OFFICE USE ONLY</b>			
Date Received & By _____	File No. _____	MUNIS Application No. _____	
Planning & Zoning Commission Recommendation _____		Date _____	
City Council Final Action _____		Date _____	

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**Special Use Criteria (Special Use Permit requests only)**

Explain how the Special Use Permit request meets the criteria below. Attach additional sheets, if necessary.

- 1) The proposed special use will not substantially increase traffic hazards or congestion.
- 2) The proposed special use will not substantially increase fire hazards.
- 3) The proposed special use will not adversely affect the character of the neighborhood.
- 4) The proposed special use will not adversely affect the general welfare of the community.
- 5) The proposed special use will not overtax public utilities.

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**ADDITIONAL ITEMS  
REQUIRED**

See Instructions for more  
information.

In addition to this completed application form, the following items must be submitted:

- \_\_\_ Application fee (\$135.00 payable to City of Cape Girardeau + additional \$80 for Planned Development rezonings)
  - \_\_\_ One (1) list of names and mailing addresses of adjacent property owners
  - \_\_\_ One (1) set of mailing envelopes, stamped and addressed to adjacent property owners
  - \_\_\_ One (1) full size copy of a plat or survey of the property, if available
  - \_\_\_ One (1) full size set of plans, drawn to an appropriate scale, depicting existing features to be removed, existing features to remain, and all proposed features such as: buildings and structures, paved areas, curbing, driveways, parking stalls, trash enclosures, fences, retaining walls, light poles, detention basins, landscaping areas, freestanding signs, etc. (Planned Development rezonings and Special Use Permits only)
  - \_\_\_ Digital file of the plans in .pdf format (Planned Development rezonings and Special Use Permits only; can be emailed)
  - \_\_\_ One (1) set of Planned Development documents (Planned Development rezonings only)
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**CERTIFICATIONS**

The undersigned hereby certifies that:

- 1) They are the Property Owner(s) of Record for the property described in this application;
- 2) They acknowledge that an approved Special Use Permit becomes null and void if the use for which the permit was granted does not commence within twelve (12) months of the approval date, unless an extension has been granted; and
- 3) They acknowledge that they are responsible for ensuring that all required licenses and permits are obtained prior to commencing any use or work on the property.

\_\_\_\_\_  
Property Owner of Record Signature and Printed Name

\_\_\_\_\_  
Date

*(Provide additional owners signatures and printed names in the space below, if applicable)*

The undersigned hereby certifies that they are an agent duly authorized by the Property Owner(s) of Record to file this application on their behalf, and that the Property Owner(s) of Record hereby agree to the above certifications.

\_\_\_\_\_  
Applicant Signature and Printed Name

\_\_\_\_\_  
Date

# CITY OF CAPE GIRARDEAU

## REZONING / SPECIAL USE PERMIT APPLICATION

### INSTRUCTIONS

Due to the complex nature of zoning, it is strongly recommended that an applicant discuss their request with City staff prior to filing an application for a rezoning or a Special Use Permit. To speak with a staff member, contact the Development Services Department at (573) 339-6327. Applicants should also discuss their request with adjacent property owners, tenants, and other parties that may be affected should the request be approved.

As part of the application, a list of the property owner of record's name and tax mailing address for each adjacent property must be submitted. "Adjacent property" means a property that is next to, or across a street or alley from, the property for which the rezoning or Special Use Permit is being requested, including diagonal orientation. To obtain property information, contact Cape Girardeau County Mapping and Appraisal at (573) 243-3123 or visit the County's website at [www.capecounty.us](http://www.capecounty.us). In addition to the list, one (1) set of plain white, business size mailing envelopes properly affixed with first class U.S. postage and addressed to the adjacent property owners must be submitted. Do not include a return address; the City will add its return address to each envelope prior to mailing the public hearing notice.

For requests to rezone a property to PD (Planned Development), please refer to Section 30-341 of the Zoning Code for additional submission requirements.

Rezoning and Special Use Permit requests are reviewed by the Planning and Zoning Commission. The application deadline is three (3) weeks prior to the meeting date. The Planning and Zoning Commission meets on the second Wednesday of each month. Applications must be submitted in person or delivered to: City of Cape Girardeau, Development Services Department, 401 Independence Street, Cape Girardeau, MO 63703.

Staff will review each application for completeness. If additional information is needed, the applicant will be contacted. Incomplete applications will not be reviewed until the requested information is provided.

Once an application has been deemed complete, it will be placed on the Planning and Zoning Commission agenda. A notice of public hearing will be sent to the applicant and the property owners of record for the property pertaining to the request as well as the adjacent properties. In addition, a sign containing information about the public hearing will be posted on the property pertaining to the request.

The Planning and Zoning Commission will hold a public hearing on the request. The applicant, property owner(s) of record, or their representative must appear at the hearing and present the request to the Commission. If no one appears, the Commission may table the request.

If the Planning and Zoning Commission recommends approval of the request, a public hearing before the City Council will be scheduled. A notice of the public hearing will be advertised in the newspaper. An ordinance approving the request will be prepared for consideration by the Council (if a request involves both a rezoning and a Special Use Permit, two separate ordinances are prepared).

If the Planning and Zoning Commission recommends denial of the request, it will be forwarded to the City Council at its next meeting. The Council may either set a public hearing on the application, or file the application. If the application is filed, a letter will be sent to the applicant notifying them of the filing and their right to request a public hearing within ten (10) days. If the applicant fails to request a public hearing within the ten (10) day period, the application will be denied.

If the rezoning ordinance passes, it will become effective ten (10) days after the date of passage. If the Special Use Permit ordinance passes, staff, after the ten (10) day period, will submit the document to the Cape Girardeau County Recorder of Deeds Office for recording. A copy of the ordinance(s) and recorded document will be mailed to the applicant.

A Special Use Permit becomes null and void if the use for which the permit was granted does not commence within twelve (12) months of the approval date, unless an extension has been granted.