

Received _____

Receipt # _____

Meeting Date _____

**APPLICATION FOR USE UPON REVIEW
CITY OF WEBB CITY, MISSOURI**

The undersigned do hereby apply for an amendment to the zoning ordinance or a use permit and understand they are to comply with the application and ordinances of the City of Webb City.

Application and Submission Requirements:

1. Only the owner, or prospective owner(s) under a written contract to purchase the subject property, can file an application for a hearing.
2. The application shall be filed in the office of the City Clerk, who shall forward the application to the Planning and Zoning Commission. The application shall contain such information as the Planning and Zoning Commission may prescribe by regulations filed with the City Clerk.
3. Such application shall be accompanied by a fee of \$89.00, described below, plus the actual cost of publication of legal notices for amendments to the zoning ordinance, and certified mailings.
4. The application must be filed with the City Clerk no less than 14 days prior to the next regular meeting - 22 days if a public hearing is required - of the Planning and Zoning Commission.
5. The applicant, or a representative, is required to attend the meetings of the Planning and Zoning Commission, when the application is scheduled for discussion. Lack of attendance may result in the striking of the application.

Applicant _____ Phone _____

Mailing Address _____

Location of Subject Property _____ Present Zoning _____

Email address _____

Legal Description (attach copy) _____

Action Requested (Fees are non-refundable):

Public Hearing May Be Required:

_____ Use Upon Review. Fee - \$ 89

Reason for Application: _____

_____ Date

_____ Signature of Applicant

USE UPON REVIEW: [Section 9-9(B) --May be granted upon the written approval of any (2) of the following officials: Mayor, City Administrator, City Clerk, or Code Enforcement; otherwise, such request shall be forwarded by the clerk to the commission and shall be heard by the commission at the next practicable regularly scheduled meeting.]

Approved _____ Denied _____ Date _____

Chairman Planning and Zoning: _____