What You Need to Apply for Greene County
Planning Board & Board of Zoning Adjustment Cases

1. Completed, signed, and notarized application form. ALL **SIGNATURES MUST BE NOTARIZED**.

2. A warranty deed to verify current ownership of the property.

3. A complete, typewritten legal description of the property to be considered in the request. **This can be obtained from a recorded warranty deed, quit claim deed, or survey**. *(Assessor abbreviated descriptions from Assessment Statements are not acceptabl*e).

4. A letter explaining the reason for the request. This letter should include a description of the proposal, along with information concerning water and wastewater services, impacts to traffic, the environment, the neighborhood, and abutting neighbors. Please state any proposed mitigation measures.

5. Required application fees *(includes advertising costs)*:

Rezoning	**$1045**
Conditional Use Permit	**$1045**
Amendment to a Plot Assignment District	**$1045**
Amendment to a Conditional Use Permit	**$1045**
Variance	**$545**
Appeal	**$545**

6. A site sketch plan including all existing and proposed improvements, including the on-site wastewater system, well, drive(s), building(s), floodplain, and sinkhole location(s). **The site plan may be hand drawn but must be complete.**

7. A list of all property owners and addresses within 500 feet of the property. This list may be obtained from the Greene County Assessor's Office.

8. Printed mailing labels, along with business-sized envelopes and postage, for all property owners within 500 feet. **Postage should not be affixed to envelopes**. Postage may be paid with required application fees.

9. An aerial map of the property. This map may be provided to you by Planning & Zoning.

When Applicable:

- A Plot Assignment District report, provided by an engineer licensed in the State of Missouri.
- A copy of your valid business license or lease/rental agreement.

NOTE: All fees are non-refundable.