



City of Willow Springs
900 W. Main
P.O. Box 190
Willow Springs, MO 65793
Phone: (417) 469-2107
Fax: (417) 469-4789

INSTRUCTIONS FOR:
REQUEST TO BE HEARD BY PLANNING & ZONING COMMISSION

Applicants must submit and complete the following:

- Application, completed in full and signed
- Payment for the appropriate fees:
 - Rezone: \$50.00, plus cost of publication and recording fees, if required
 - Subdivision: \$50.00, plus cost of publication and recording fees, if required
 - Conditional/Special Permitted Use: \$50.00, plus cost of publication and recording fees, if required
 - Annex: \$50.00, plus cost of publication and recording fees, if required
- Contact the following environmental regulatory agencies to obtain the proper environmental permits, including Stormwater Pollution Prevention Plan, Land Disturbance, and Floodplain:
 - Missouri Department of Natural Resources
2155 N. Westwood Blvd.
Poplar Bluff, MO 63901
Phone: (573) 840-9750
 - United States Environmental Protection Agency (Region 7)
11201 Renner Blvd.
Lenexa, KS 66219
Phone: (913) 551-7003
Toll free: (800) 223-0425
 - United States Army Corps of Engineers
700 W Capital Ave, 7th Floor
Little Rock, AR 72203
Phone: (501) 324-5551



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Request for: ___ Rezone ___ Subdivision ___ Conditional/Special Use ___ Annex

Name(s) of Applicant(s): _____

Mailing Address: _____

Telephone: _____ Email: _____

Address of Property for Discussion: _____

Current Zoning: (circle one) R1 / R2 / R3 / B1 / B2 / I

Requested Zoning: (circle one) R1 / R2 / R3 / B1 / B2 / I

Applicant's Interest in Property (own, lease, etc.): _____

Location of Property and Legal Description: _____

Area of Property (acreage, lot size, etc.): _____

Proposed Use of Property: _____

I hereby certify that all the information contained in this application is true and correct to the best of my knowledge.

Applicant's Signature

Date

***** **FOR OFFICE USE ONLY** *****

Received Legal Description? Y / N

Fee Received: _____

Date Received by Clerk: _____

P&Z Meeting: _____

Submitted to P&Z Commission: _____

P&Z Recommendation? Y / N

Public Hearing: _____ (15-day notice required to be published before hearing)

Public Hearing Published: _____

Council Approve Request? Y / N

Bill No. _____

Ordinance No. _____

Effective Date: _____