



## CITY OF FERGUSON REZONING PROCEDURES

The following is an outline of procedures for an applicant for rezoning of property in the City of Ferguson. It is for reference only. We recommend that applicants read the "Zoning Ordinance", especially 49-26. The purpose of this outline is to provide you with a concise "road map" of steps that must be followed.

The procedure may seem cumbersome. The advertising for and conducting of public hearings is time consuming. This may seem bureaucratic, but is a necessary protection of property rights for those who will be affected by a zoning change. Your attention to this outline will help avoid misunderstanding. If you have questions, do not hesitate to ask.

### STEPS

1. Submit proposal to the Plan Commission for its recommendation and report. Fee for rezoning consideration is \$100 per acre or portion thereof. This must be paid before the proposal may be scheduled for a hearing by the Plan Commission. All required information must be received a minimum of 14 days prior to a regularly scheduled meeting. Plan Commission normally meets on the first and third Wednesday of the month. If the Plan Commission issues no report to City Council within thirty (30) days, the City Council may proceed with action on said proposal.
2. Plan Commission submits a recommendation to City Council. If the recommendation is favorable, Council must set a date for public hearing. If the recommendation is unfavorable, you may ask the Council to set a date for a public hearing.
3. **Public hearing:** Per state law, the public hearing requires a minimum notification time of fifteen days. The City normally publicizes in the Countian, a legal newspaper, and the North County Journal, which are only published on certain days, so expect a lag period of approximately (20) twenty days.
4. The City Clerk shall mail notices of said rezoning to all property owners within 185 feet of the property being considered for rezoning action.
5. The ordinance must be passed by City Council. It is required to be read at two (2) separate meetings. Council meets on the second and fourth Tuesday of each month. Normally, the ordinance is read the first time on the same night as the public hearing, with the second reading coming at the next regular Council meeting, approximately two (2) weeks later. All rezoning requires at least a favorable vote of 65% of the City Council. This is five votes out of the seven. If the Plan Commission has made an unfavorable recommendation or if there is a legal protest from abutting property owners, it takes a vote of six out of seven to rezone the property.
6. Final action by the City Council on rezoning bill shall not be taken until at least six (6) days after public hearing.

The time frame for approval works out to be around two (2) months. This time frame may be longer during the summer months, when the Council and Plan Commission usually hold one meeting per month, instead of two.



**CHANGE OF ZONING  
APPLICATION FOR  
PLAN COMMISSION CONSIDERATION**

NOTE: Applications MUST be filed fourteen (14) days prior to the Plan Commission meeting. Plan Commission meets on the first and third Wednesday of each month.

APPLICATION FEE: \$100 FOR EACH ACRE OR PORTION THEREOF

**Applicant:**

Name: \_\_\_\_\_

Address and Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**Owner:**

Name: \_\_\_\_\_

Address and Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Legal Description and Address of Subject Property (attachment if necessary)

\_\_\_\_\_

Present zoning of property: \_\_\_\_\_ Present use: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Proposed use: \_\_\_\_\_

Description of property: \_\_\_\_\_

Width (frontage) \_\_\_\_\_ Depth \_\_\_\_\_ Area (sq. ft.) \_\_\_\_\_

Acknowledgement and signature: The undersigned hereby represents upon all the penalties of the law, for the purpose of inducing the Ferguson, Missouri, to take action herein requested, that all statements herein are true in that all work herein mentioned will be done in accordance with the ordinances of the City of Ferguson.

**Note: All applicants must submit in writing a full description of the proposed use of the property.**

\_\_\_\_\_  
Date Signature of Applicant

\_\_\_\_\_  
Date Signature of Owner

**CITY OF FERGUSON  
CHECKLIST FOR  
CHANGE OF ZONING**

Filing Date \_\_\_\_\_

All materials (application, checklist, and site plan) must be completed and filed fourteen (14) days prior to the Plan Commission meeting. Plan Commission meets on the first and third Wednesday of each month at 7:00 p.m. For preliminary review, description material and maps must show the following, with the applicant's option to show more information or concepts under items ten and eleven:

\*You are required to complete and initial each item and return this checklist with the application and site plan.

Fees:

\_\_\_\_\_ Change of Zoning (\$100 for each acre or portion of acre that is within the tract of land to be rezoned.)

**Descriptive Material for Preliminary Review:**

- \_\_\_\_\_ 1. Property owner's name and address
- \_\_\_\_\_ 2. Applicant's name and address
- \_\_\_\_\_ 3. Lot or parcel number and address
- \_\_\_\_\_ 4. Present zoning district
- \_\_\_\_\_ 5. Proposed zoning district
- \_\_\_\_\_ 6. General description of site in terms of terrain, adjacent uses, and utilities
- \_\_\_\_\_ 7. Present use of property
- \_\_\_\_\_ 8. Area of site in feet and acres and site dimensions
- \_\_\_\_\_ 9. Vicinity map with site location
- \_\_\_\_\_ 10. General description of proposed uses and activities, uses by type and area (text and/or maps and/or aerial maps and photos, if available)
- \_\_\_\_\_ 11. Residential projects, density, dwelling unit summary and lot area per family, accessory uses and recreational facilities (text and/or maps and/or aerial maps and photos, if available)
- \_\_\_\_\_ 12. 3 copies of site plan to be submitted for review. After review by City, submit 20 plans for Plan Commission.

\*Note: The City does not review plans for adherence to Americans with Disabilities Act. You are required to ensure that the plans adhere to all requirements of the Americans with Disabilities Act.

Properties fronting St. Louis County and/or Missouri Department of Transportation right-of-ways require separate submittal with copy of submittal letter sent to the City of Ferguson.