

**CITY OF LAKE OZARK
PLANNING AND ZONING DEPARTMENT
SPECIAL USE PERMIT PROCESS**

Certain uses or exceptions are permitted in some zoning districts, only when a special use permit has been obtained from the City Council. Such uses require special study with respect to specific location and design considerations to assure that they will have minimal negative impact on surrounding properties.

The applicant shall first meet with the Zoning Administrator to receive a full explanation of the zoning and special use requirements and an application form.

After the preliminary meeting with the Zoning Administrator, the applicant shall submit a completed application form to the Office of the Zoning Administrator and pay a deposit of six hundred dollars (\$600.00). The deposit covers the cost of staff time, publication in the newspaper and neighbor notification letter mailing. The application shall include a plan showing existing and proposed structures on the property in question, adjacent property, parking spaces, driveways, and other information as required by the adopted zoning regulations. An application shall not be processed unless it has been fully completed, the fee paid, and all required information submitted.

The Zoning Administrator shall then schedule consideration of the application at the next regular meeting of the Planning and Zoning Commission. The Office of the Zoning Administrator shall be responsible for having an official notice of the public hearing published in a newspaper of general circulation at least fifteen (15) days prior to the hearing, and follow the adopted procedures for considering a special use permit as prescribed in the zoning regulations.

The Planning and Zoning Commission shall hold a public hearing at which time citizens and parties of interest shall have an opportunity to be heard. The public hearing may be adjourned from time to time and, upon its conclusion, the Planning and Zoning Commission shall prepare and adopt its recommendation to the Governing Body. This recommendation shall be submitted along with an accurate record of the public hearing.

Applicants requesting a Special Use Permit shall submit with their application ten copies of a development plan for the property which shall include the following:

1. A site plan showing:
 - a. Approximate size and locations of all structures.
 - b. Access from streets.
 - c. Parking arrangements and numbers of spaces.
 - d. Interior drives and service areas.
 - e. Landscaped areas.
 - f. All proposed signs.
2. Location map showing development and zoning of adjacent property within 100 feet.
3. The full legal description of the boundaries of said development area.
4. A description of the general character of all structures.

CITY OF LAKE OZARK, MISSOURI

SPECIAL USE PERMIT APPLICATION

Return Application to:

City Hall- Zoning Administrator
3162 Bagnell Dam Blvd.
Lake Ozark, MO 65049

Case Number: _____

Date Filed: _____

Date of Meeting: _____

Fee Paid: _____

Date Advertised: _____

Date Notices Sent: _____

1. Owner's Name: _____

Owner's Address: _____

City/State/Zip _____

Owner's Phone Number: _____

2. Applicant's Name: _____
(if different from owner)

Applicant's Address: _____

City/State/Zip _____

Applicant's Phone Number: _____

3. Legal Description of Property: Section: _____ Township: _____ Range: _____

4. Location of Property by Streets: _____

5. Present Zoning of Property: _____

6. Present Use of Property: _____

7. Requested Zoning: _____

8. Size of Lot in Acres: _____

9. Please submit on a separate sheet, the current names and addresses of all property owners within 185 feet of the subject property from the Miller or Camden County Assessor's Office.

Owner's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____
(if different from owner)

Engineer's Signature: _____ Date: _____