

## **Procedure for Rezoning Property in the City of Rolla**

Rezoning applications are available from the City of Rolla, Community Development Department, 901 North Elm Street, PO Box 979, Rolla, MO 65402 (telephone 573-364-5333/fax 573-426-6978). Persons with financial or contractual interest in the real estate may submit an application requesting rezoning to Community Development. The application must be accompanied by a check in the amount of \$200.00, payable to the City of Rolla, a general legal description of the property, and a separate check in the amount of \$62.50, payable to the Rolla Daily News to cover advertising costs. The application should be received by the second Tuesday of the month. The request will be heard at the next Planning and Zoning Commission hearing, and then be put on the agenda for the next two City Council meetings.

Community Development advertises the public hearing at least 15 full days before the City Council meetings (required by Missouri law). Community Development will notify the property owners within 185 feet of the proposed zoning change in writing with the date of the hearing. This notification by mail is as a courtesy and is not required by law.

The Planning and Zoning Commission meets on the second Tuesday of each month at 5:30 pm in the City Council Chambers, City Hall, 901 North Elm Street. At the Planning and Zoning Commission hearing, the Chairperson will open the public hearing, requesting comments from property owners/residents within the 185-foot boundary in favor and/or in opposition, to the rezoning request. The Chairperson will then ask for comments from individuals outside the 185' boundary, in favor and/or in opposition of the request. When the public hearing is closed, the Commission will discuss the issues and vote to recommend approval or denial.

The City Council meets on the first and third Monday of each month at 6:30 pm at Rolla City Hall, Council Chambers, 901 North Elm Street. The Council has the final authority to approve or deny the request. The same procedure that applied in the Planning and Zoning Commission meeting is applied. At the next Council meeting, the public hearing and first reading of the ordinance is held. At the following scheduled Council meeting in two weeks, the request has a final reading and the Council will vote.

The property owners within 185 feet of the proposed zoning change may sign a petition opposing a rezoning request. If 30% of the property owners (excluding public right of way) sign the petition opposing the rezoning request, a two-thirds majority of the City Council is required to approve the request. This constitutes eight affirmative votes by the Council. A simple majority of 51% is required to approve a rezoning request without receipt of a valid (30%) petition.

**FOR MORE INFORMATION, PLEASE CALL COMMUNITY DEVELOPMENT  
573-364-5333**