

**City of Republic  
Planning and Development Department  
204 N. Main St.  
Republic, Mo 65738**

Phone (417) 732-3150

Fax (417) 732-3199

**SPECIAL USE PERMIT APPLICATION**

(Page 1 of 1)

**LEGAL OWNER(s):**

NAME: \_\_\_\_\_

STREET ADDRESS OWNER(s): \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

OWNER(s) REPRESENTATIVE (if applicable):  
Name, address, phone: \_\_\_\_\_

**PROPERTY INFORMATION**

LOCATION (ADDRESS) OF PROPERTY: \_\_\_\_\_

EXISTING ZONING: \_\_\_\_\_ PROPOSED USE OF PROPERTY: \_\_\_\_\_

**REQUIRED ENCLOSURES**

- 1. CD CONTAINING LEGAL DESCRIPTION (MICROSOFT WORD)
  - 2. ONE (1) COPY of PROPERTY MAP (from Greene County)
  - 3. A COMPLETE LIST OF ALL PROPERTY OWNERS WITHIN 185' OF THE SUBJECT PROPERTY FROM THE COUNTY ASSESSORS OFFICE, PLUS THREE (3) PRINTED MAILING LABELS OF EACH ADDRESS
  - 4. FEES \*

APPLICATION	\$ 175.00
POSTAGE (calculated by CITY)	\$ (Certified Return Receipt)
PUBLICATION COST	\$ (Billed to owner by Newspaper at time of Newspaper Publication)
- Check should be made payable to the "CITY OF REPUBLIC"; please leave the amount blank until the postage fee can be calculated by the City at the time the application is submitted.

TO THE BEST OF MY KNOWLEDGE AND BELIEF, DATA IN THIS APPLICATION AND ALL ATTACHMENTS THERETO ARE TRUE AND CORRECT.

OWNER(s) SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (print): \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

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**CITY OF REPUBLIC  
SPECIAL USE PERMIT PROCEDURE**

**Step 1. REQUIRED ENCLOSURES**

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**Step 2.**

The Planning and Development Department will arrange for publication of the "Notice of a Public Hearing" in a local newspaper per requirements set out in Section 405.980 of the Republic Zoning Code. This notice will indicate the date of the Public Hearings and must be published at least 15 days prior to the first Public Hearing. The applicant will be billed for the publication costs by the newspaper. The City will notify by certified return receipt mail all property owners within one hundred eighty-five feet (185') of the property sought for special use.

**Step 3.**

The first Public Hearing will be scheduled at the next regularly scheduled meeting of the Planning and Zoning Commission. At the Public Hearing all interested parties may appear and speak in favor or to protest the special use. Then the Planning and Zoning Committee will vote on a "yes" or "no" recommendation to the Republic Board of Aldermen.

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**Step 4.**

At the second Public Hearing held by the Board of Aldermen, the recommendation of the Planning and Zoning Commission shall be announced and considered by the Board of Aldermen and the applicant and other interested persons may be heard on the proposed special use. Once the Board of Aldermen has had a chance to hear input from those notified and anyone else, which may be affected, it will be brought to vote on the ordinance first reading.

**Step 5.**

At the following regular scheduled meeting of the Republic Board of Aldermen meeting the ordinance will have a second reading and vote. If the vote is in favor of the ordinance it is then signed by the appropriate City officials and is in full force and effect from that day forward. The Special Use Permit is valid only for the applicant, which it is granted, and only for the premises in which it is issued.