



**What you need to apply for Greene County  
Planning Board, Board of Zoning Adjustments and Administrative Variance**

1. Completed, signed, and notarized application form.
2. A warranty deed must be submitted to verify current ownership of property.
3. A complete type written legal description of the property to be considered in the request must be submitted. **This legal description can be obtained from a recorded warranty deed, quit claim deed or a survey.** (*Assessor abbreviated description on Assessment Statement is not acceptable*).
4. A letter explaining the reason for the request. The letter should include a description of the proposal along with information concerning water and wastewater services as well as information about impacts to traffic, the environment, the impact on the neighborhood and abutting neighbors, and any proposed mitigation measures.
5. The required application fees: (**Below fee does include Advertising costs**)

<b>Rezoning</b>	<b>\$800</b>
<b>Conditional Use Permit</b>	<b>\$800</b>
<b>Amendment to a PAD (Plot Assignment District)</b>	<b>\$800</b>
<b>Amendment to a Conditional Use Permit</b>	<b>\$800</b>
<b>Variance</b>	<b>\$425</b>
<b>Appeal</b>	<b>\$200</b>

6. A site sketch plan including all existing and proposed improvements, including the on-site wastewater system, well, drive(s), building(s), floodplain, and sinkhole location(s). **The site plan may be hand drawn but must be complete.**
7. A Plot Assignment District report is required for all PAD applications. This report must be provided by an engineer licensed in the State of Missouri.
8. A list of all property owners within 1,000 feet of the property. This list is to be obtained from the Greene County Assessor's Office (417-868-4101). Printed labels of all property owners within 1,000 feet must also be submitted along with business sized envelopes and postage. Postage should not be affixed to envelopes. (**Postage may be paid with required application fees**).
9. An aerial map of the property must be submitted. This map may be obtained through the Greene County Assessor's Office.
10. When applicable, a copy of your valid business license or lease/rental agreement must be provided.