



Jefferson County Planning Division  
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**DEVELOPMENT PLAN APPLICATION**  
**Medical Marijuana Dispensary Facility**

Development Name \_\_\_\_\_  
 Location \_\_\_\_\_  
 Parcel Number(s) \_\_\_\_\_

File No. _____ Date _____
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Developer/Applicant's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

Design Professional \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

Date of Pre-application Meeting \_\_\_\_\_

Existing Zone District \_\_\_\_\_ Proposed Zone District \_\_\_\_\_ Uses \_\_\_\_\_

No. of Lots \_\_\_\_\_ Acres \_\_\_\_\_ Acres to be Rezoned \_\_\_\_\_

Township \_\_\_\_\_ Council District \_\_\_\_\_ Proof of Ownership \_\_\_\_\_

Development Plan Accepted Yes No Trip Generation \_\_\_\_\_

P&Z Meeting Date \_\_\_\_\_ @ 6:30 PM C. C. Meeting Date \_\_\_\_\_ @ 6:30 PM

Modifications\*: \_\_\_\_\_  
\*Modifications not properly requested and identified will not be considered and may result in a recommendation of denial based on the development plan not meeting minimum UDO requirements.

**Filing Fees**

**\$500.00** Development Plan Filing Fee

\$ \_\_\_\_\_ Mailing Fee (# of Notifications\* \_\_\_\_\_ x \$2.00)  
\* All Property Owners within 600 feet

\$ \_\_\_\_\_ Total (Due at time plan received)

Check No. \_\_\_\_\_  
 Receipt No. \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Planner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION DISCLAIMER**

**File No.** \_\_\_\_\_

I, the undersigned, have reviewed the attached information and found it to be correct. I also understand that the above items are required for my application to be considered complete and for it to be scheduled on the agenda for the Planning and Zoning Commission and the County Commission.

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Applicant's Signature

Date

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I, \_\_\_\_\_, am the owner of the attached referenced property and do hereby give my permission to \_\_\_\_\_ to be my agent and represent me in requesting a Zone Change, Conditional Use, or Development Plan approval for that property. I have read the attached information regarding the property and find it to be correct.

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Owner's Signature

Date

## **DEVELOPMENT PLAN CHECKLIST**

- \_\_\_\_\_ 1. Name of the development and date submitted;
- \_\_\_\_\_ 2. North arrow, and scale not to exceed 1:100;
- \_\_\_\_\_ 3. Parcel numbers of the property;
- \_\_\_\_\_ 4. Small key map with north arrow indicating the location of the property within the County;
- \_\_\_\_\_ 5. Name, address and telephone number of the applicant and the name, address and telephone number of the landowner if different than the applicant;
- \_\_\_\_\_ 6. Name, address and telephone number of the certified professional who prepared, or is responsible for preparing, the plan. When a development plan is required and the petitioner is proposing a land use in an existing building or expanding the existing building by either fifty (50) percent or three thousand (3,000) square feet, whichever is more restrictive, the development plan does not need to be submitted by a certified professional;
- \_\_\_\_\_ 7. Property lines with distances and bearings;
- \_\_\_\_\_ 8. Any land areas within the floodway and 100-year floodplain, from the FEMA maps or better, on and within two hundred (200) feet of the site;
- \_\_\_\_\_ 9. Existing grades or contours, from the USGS maps or other maps available to the applicant with the most detail for the area or better, for the entire site and within two hundred (200) feet of the site;
- \_\_\_\_\_ 10. Identify all existing lots, buildings and structures, public and private rights-of-way, access drives, utility and roadway easements, wet or wet-weather watercourses, and other significant physical features for the entire site and within two hundred (200) feet of the site;
- \_\_\_\_\_ 11. Approximate location, dimension and area in square feet of all proposed buildings, structures, and lot arrangements, wherever applicable;
- \_\_\_\_\_ 12. Proposed general uses of all buildings, structures and lots, whenever applicable, if known;
- \_\_\_\_\_ 13. Approximate location of proposed streets;

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- \_\_\_\_\_ 14. Approximate location of proposed roadway and utility easements;
- \_\_\_\_\_ 15. Approximate location and dimension of all parking areas, drives, sidewalks/pedestrian ways;
- \_\_\_\_\_ 16. Common open space and other amenities as contained in Article VII;
- \_\_\_\_\_ 17. Proposed maximum number of units, density, lot sizes and type (s) of uses;
- \_\_\_\_\_ 18. Location, massing and pattern of existing and proposed screening, buffering and landscaping as described in Article XIV of the UDO;
- \_\_\_\_\_ 19. A phasing plan, if known. The applicant may modify the phasing plan at its sole discretion, provided however, the County is promptly notified of such modifications;
- \_\_\_\_\_ 20. Modifications, if requested shall be identified on **both** the development plan and this Application. A statement explaining the need for modification of the applicable zoning district regulations, if any, as such modification is permitted pursuant to Section 400.1390 of the UDO, shall be submitted in support of the application for the development plan approval. **Modifications not properly requested and identified will not be considered and may result in a recommendation of denial based on the development plan not meeting minimum UDO requirements.**

**Special Submittal Requirements for Medical Marijuana Dispensary Facilities.\***

- \_\_\_1. The legal name of the Facility [400.3345(B)(1)];
- \_\_\_2. A copy of the operating procedures for the Facility [400.3345(B)(2)];
- \_\_\_3. Proof that the Medical Marijuana Facility has been licensed by the State of Missouri [400.3345(B)(3)];
- \_\_\_4. A floor plan showing the location, dimensions and type of security measures to be employed by the Medical Marijuana Facility [400.3345(B)(4)];
- \_\_\_5. A certification from the Jefferson County Department of the Sheriff stating that the applicant has met with the Sheriff or designee and that the Department of the Sheriff has approved of the security plan to be employed by the Medical Marijuana Facility and has approved the use and licensure of all security personnel required by this Code and the Jefferson County Department of the Sheriff [400.3345(B)(5)];
- \_\_\_6. A certification from the local Fire District stating that the Medical Marijuana Facility complies with all local codes of that District [400.3345(B)(6)]; and
- \_\_\_7. A survey demonstrating compliance with all setbacks and locational restrictions required by the UDO [400.3345(B)(7)].

**Criteria for considering applications.**

**In considering any application for any rezoning, conditional use permit, conceptual development plan, or preliminary development plan, the Planning Commission and the County Council may give consideration to the criteria stated below; to the extent they are pertinent to the particular application. The Planning Commission and County Council may also consider other factors that may be relevant to a particular application.**

1. The character of the neighborhood.
2. The existing and any proposed zoning and uses of adjacent properties, and the extent to which the proposed use is compatible with the adjacent zoning and uses.
3. The extent to which the proposed use facilitates the adequate provision of transportation, water, sewerage, schools, parks and other public requirements.
4. The suitability of the property for the uses to which it has been restricted under the applicable zoning district regulations.
5. The length of time, if any, the property has remained vacant as zoned.
6. The extent to which the proposed use will negatively affect the character of the property and neighboring property.
7. The extent to which the proposed use will seriously injure the appropriate use of, or detrimentally affect, neighboring property.
8. The extent to which the proposed use will adversely affect the capacity or safety of the portions of the street network impacted by the use, or present parking problems in the vicinity of the property.
9. The extent to which the proposed use will address and conserve the natural resources of the site, effectively manage storm water runoff, and prevent air, water, and noise pollution and conserve habitat.
10. The impact the proposed use has on achieving the goal of economic diversity in the community.
11. The ability of the applicant to satisfy any requirements applicable to the specific use imposed pursuant to this UDO.

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12. The extent to which public facilities and services are available and adequate to meet the demand for facilities and services generated by the proposed use.
13. The gain, if any, to the public health, safety and welfare due to approval of the application as compared to the hardship imposed upon the landowner, if any, as a result of denial of the application.
14. The conformance of the proposed use to the Official Master Plan and other adopted planning policies.
15. The analysis by professional staff.

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**The following special conditions are required for Medical Marijuana Dispensary Facilities:\***

1. The property must be zoned PC or PB. [400.3350(B)]
2. The permitted hours of operation for A Medical Marijuana Dispensary Facilities shall be between the hours of 9:00 AM and 9:00 PM every day except Sunday. [400.3350(B)(2)(c)]
3. Site Development approval is required prior to commencement of use. [400.3345(A)(2)]
4. The Medical Marijuana Dispensary Facility shall comply with all relevant zone district height, area, design and setback requirements. [400.3345(A)(15)]
5. The Medical Marijuana Dispensary Facility shall not be located within one thousand (1,000) feet of any then-existing: elementary or secondary school, child day-care center, church or place of worship or public park. [400.3345(A)(15)]
6. The Medical Marijuana Dispensary Facility shall comply with regulations issued by the Department of Health and Senior Services for Medical Marijuana Facilities and/or the State of Missouri. If State requirements are more restrictive than Jefferson County requirements, the State requirements applies. [400.3345(A)(1)]
7. The Medical Marijuana Dispensary Facility shall be monitored at all times by a closed-circuit television for security purposes. The camera and recording system shall be of adequate quality, color rendition and resolution to allow the ready identification of any individual committing a crime anywhere on or adjacent to the facility. The recordings shall be maintained for a period of not less than ninety (90) days and shall be made available to law enforcement upon request. [400.3345(A)(3)]
8. The Medical Marijuana Dispensary Facility shall have a fireproof vault or safe that is incorporated into and securely attached to the building structure for the purpose of securely storing cash. [400.3345(A)(4)]
9. The Medical Marijuana Dispensary Facility shall have an adequate fire protected and secure room for storing any processed marijuana products. [400.3345(A)(4)]
10. The Medical Marijuana Dispensary Facility shall have a fire and burglar alarm system. [400.3345(A)(5)]
11. Exterior building, lighting and parking areas of the Medical Marijuana Dispensary Facility shall be equipped with lighting fixtures of sufficient intensity to illuminate all interior areas of the lot with an illumination of not less than 1.5 foot-candles evenly distributed as measured at floor level. Light fixtures shall be turned on from dusk to dawn. [400.3345(A)(6)]
12. The Medical Marijuana Dispensary Facility shall not use any equipment or process that creates noise, dust, vibration, glare, fumes, odors or electrical interference detectable to the normal senses beyond the property boundary so as to create a Public Nuisance as defined by the Code or Ordinances of Jefferson County or Missouri State law. [400.3345(A)(7)]
13. No person shall dispose of marijuana or marijuana-infused products in an unsecured waste receptacle not in possession and control of the licensee. [400.3345(A)(8)]



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14. The Medical Marijuana Dispensary Facility shall have an armed security guard on the premises during hours of operation. All security guards shall be licensed by the Jefferson County Department of the Sheriff. [400.3345(A)(9); 400.3345(B)(5)]
15. The Medical Marijuana Dispensary Facility shall display its state issued license on the interior of the facility, visible to the public, at all times. [400.3345(A)(10)]
16. Medical Marijuana Dispensary Facility shall not allow on-site consumption of marijuana, marijuana-infused products or other intoxicants on the premises at any given time. [400.3345(A)(11)]
17. The Medical Marijuana Dispensary Facility shall not have outdoor seating areas other than break areas for employees of the facility. [400.3345(A)(12)]
18. All signage for the Medical Marijuana Dispensary Facility shall comply with Article XIII of the UDO. [400.3345(A)(13)]
19. All storage, display, sales or other distribution of medical marijuana at a Medical Marijuana Dispensary Facility shall take place inside a completely enclosed permanent building with controlled access, shall not be visible from the exterior, and shall not be located in a trailer, overseas or shipping container, or motor vehicle. [400.3345(A)(14); 400.3345(A)(16); 400.3350(B)(2)(d)]
20. All operations and all storage of materials, products, or equipment shall be within a fully secured area. [400.3345(A)(14)]
21. A Medical Marijuana Dispensary Facility shall may only transport medical marijuana to qualifying patients, primary caregivers, testing, manufacturing, and other dispensary facilities; and only in accordance with the rules and regulations promulgated by the State of Missouri. [400.3350(B)(2)(a)]
22. A Medical Marijuana Dispensary Facility shall not have a drive-through service. [400.3350(B)(2)(b)]
23. No medical marijuana or other product shall be displayed so as to be visible through glass, windows, or doors by a person of normal visual acuity standing at the outside perimeter of a Medical Marijuana Dispensary Facility. [400.3350(B)(2)(d)]

**\*For a complete list of all requirements for Medical Marijuana Facilities, please consult Sections 400.3345-400.3350 of the Code of Ordinances of Jefferson County, Missouri.**