



Planning & Zoning Application Process Reference Guide

This guide is a general reference for planning and zoning applications submitted to the City of Kearney.

Before Submittal of Planning & Zoning Applications:

- It is highly encouraged before any application is submitted for a project that the developer, property owner, or applicant has met with the Development Review Team (DRT).
 - Development Review Team meetings are held every Thursday - click [here](#) for more information. Questions can be directed to the City Planner by phone 308-233-3254 or by [email](#).
 - Please note planning and zoning applications are due on the last Friday of the month when scheduling a DRT meeting.
- All legal descriptions are recommended to be reviewed by the Register of Deeds office.
 - This ensures the legal description of the property is accurately reflected in the published notification and deters any potential problems with the recording of documents.
- Staff is happy to assist with applications; however, all applications must be filled out by the applicant, agent, or property owner.

Application Submittals:

- Application Deadlines for Planning Commission are due by **Noon** on the last Friday of the month ([see posted schedule for exact dates](#)), prior to the next scheduled meeting.
- A digital submission of the application and exhibits are required to be sent to City Planner (mdougherty@kearneygov.org) & Associate Planner (mfsmith@kearneygov.org) by application deadline.
 - Staff reserves the ability not to accept an application should it be missing exhibits or incomplete applications are provided.
 - Applications must be signed by the applicant, agent, or property owner to be considered completed.
- Application fees are due by 5:00 PM on the Monday following submittal. Fees are reviewed and updated on an annual basis. The most recent fee schedule is posted on the City's website: <https://cityofkearney.org/1518/Planning-Commission-Fees>
- **ONE** final paper copy of application and exhibits is required to be submitted to Development Services one week before City Council meeting approval.
 - Paper copies shall include full-size copies of exhibits (per required scale) and a reduced-sized copy (8½ by 11) of the application and exhibits.
- Communication regarding the application will be with those listed on the application.
- DRT will review the submitted application. If revisions or information is needed, the applicant can revise the application and exhibits or provide additional information.
 - All resubmittals are due by **Noon** on Tuesday following the DRT review.
 - If changes to the legal description are provided, it may delay the approval of an application if such changes impact the published notice provided for said application.
- The Friday following application submittal for all public hearing items, letters to neighboring property owners (within 300-feet of project property) are sent to notify them of the meeting date and time.



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Planning Commission:

- Planning Commission Packets and Agendas are posted the Friday before the Planning Commission meeting. A copy of the agenda and where to locate the packet materials is provided to the applicants, agents, and property owners.
 - Packet information includes the Staff report (background information, relevance to Comprehensive Plan, & Staff recommendation) and the application with exhibits.
- Applicants, agents, or property owners must present their projects (applications) to the Planning Commission. Presentations are formatted in PowerPoint. All presentations must be submitted to the Associate Planner by **Noon** on Wednesday before the Planning Commission meeting. Contact Associate Planner with questions (308-233-3227 or mfsmith@kearneygov.org).
- The Planning Commission meetings promptly begin at 9:00 AM and are conducted in the City Hall Council Chambers (2nd-floor of City Hall: 18 East 22nd St – west entrance).
- If the applicant, agent, or property owner cannot attend the meeting to present the project, the applicant, by writing (email), can request to postpone their agenda item(s). Contact City Planner for more information (308-233-3254 or mdougherty@kearneygov.org).
- The Planning Commission is a recommending body to the City Council that makes the final decision.

City Council:

- Planning Commission business is reviewed and approved by City Council at the first meeting of the following month (unless applicant, agent, or property owner requests postponement).
- Final Plats: Signed mylar copies must be submitted to the Associate Planner by **Noon** the Friday before it's to be approved by City Council.
- Agreements/Acknowledgements: Signed copies must be submitted to City Clerk by **Noon** the Friday before it's to be approved by City Council.
- The City Clerk notifies applicants, agents, or property owners the Friday before the City Council meeting that their agenda items are to be reviewed.
- City Council meetings promptly begin at 5:30 PM and are conducted in the City Hall Council Chambers (2nd-floor of City Hall: 18 East 22nd St – west entrance)
- It is the responsibility of the applicant, agent, or property owner to file plats with the Register of Deeds. The City Clerk notifies the applicant, agent, or property owner when items are ready for recording.

THANK YOU!

For additional information or questions, please contact the following:

City Planner	Associate Planner
Melissa Dougherty-O'Hara, AICP mdougherty@kearneygov.org 308-233-3254	Melia Smith mfsmith@kearneygov.org 308-233-3227

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