

# LAND EXCHANGE CERTIFICATION APPLICATION PROCEDURE

## City of Jackson, Missouri



1. A land exchange certification is an approval process that allows certain limited land division and boundary adjustments to occur without completing the full land subdivision process. Land exchange certification is available for the following procedures:
  - Division of land into no more than four lots, all of which are 3 acres or greater in size
  - Division of land for cemetery usage
  - Lot line adjustment between adjoining lots
  - Transfer to adjoining property to improve ingress or egress
  - Combination or re-combination of previously platted lots. Total number of lots may not be increased and all resulting lots must apply with the Land Subdivision Regulations
2. Property owner obtains a Land Exchange Certification Application from Building & Planning Department or from the [www.jacksonmo.org](http://www.jacksonmo.org) website.
3. Property owner submits completed application, a survey plat, and any supporting documentation to the Building & Planning Department no less than fourteen (14) days prior to the next scheduled meeting date of the Planning and Zoning Commission. Planning & Zoning Commission has only one agenda a month. Meetings are typically held on the second Wednesday of the month. Meeting dates may be rescheduled due to holidays or other conflicts.
4. The Building & Planning Manager will contact the applicant to discuss their application and the procedure. The applicant will also be notified of the date their application will be on the P&Z agenda.
5. Application fees: Land Exchange Certification: \$0
6. The application will be reviewed by City staff to ensure that all necessary information has been provided.
7. The Building & Planning Manager will provide the application and all other submitted information to the Planning and Zoning Commission a few days prior to their next scheduled meeting.
8. The owner or his representative will be expected to attend the meeting and to speak before the commission to present their request. Meeting dates cannot be changed to accommodate applicant's schedules. If you are unable to attend, please have someone attend who can present and answer questions on your behalf.
9. The commission will then:
  - a. Review the application.
  - b. Act upon the application by voting on the request or tabling the request pending further information, *or*

10. The Planning and Zoning Commission is the only city board the must take action on a Land Exchange Certification.
11. If approved, the applicant is then authorized to complete the land exchange or division, typically by recording new deed(s) or survey plat and deed(s) with the Cape Girardeau County Recorder of Deeds. The City does not file any documents with the Recorder of Deeds that transfers or divides property approved by a Land Exchange Certification. That completion is the responsibility of the property owner(s).

**\*\*\*\*\* Please keep this procedure information for your reference.\*\*\*\*\***

**Return only the completed application form to:**

Building & Planning Manager  
City of Jackson  
101 Court Street  
Jackson, MO 63755

573-243-2300 ext. 2029  
permits@jacksonmo.org

# LAND EXCHANGE CERTIFICATION APPLICATION FORM

City of Jackson, Missouri



**DATE OF APPLICATION:** \_\_\_\_\_

**ADDRESS OF GRANTING PROPERTY:** \_\_\_\_\_

**ADDRESS OF RECEIVING PROPERTY:** \_\_\_\_\_

**GRANTING PROPERTY OWNERS** (all legal property owners as listed on current deed, including trusts, LLCs, etc):

Property Owner Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

**RECEIVING PROPERTY OWNERS** (all legal property owners as listed on current deed, including trusts, LLCs, etc):

Property Owner Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

**ENGINEER / SURVEYING COMPANY:** \_\_\_\_\_

Engineer / Surveyor Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_

**CONTACT PERSON HANDLING APPLICATION:**

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_

Contact's Email Address (if used): \_\_\_\_\_

**APPLICATION FOR (check one):**

- ☐ Division of land into no more than four lots, all of which are 3 acres or greater in size
- ☐ Division of land for cemetery usage
- ☐ Lot line adjustment between adjoining lots
- ☐ Transfer to adjoining property to improve ingress or egress
- ☐ Combination or re-combination of previously platted lots. Total number of lots may not be increased and all resulting lots apply with the Land Subdivision Regulations

**REASON FOR REQUEST** (use additional pages if needed):

**CURRENT ZONING:** (circle all that apply)

R-1	(Single-Family Residential)	C-1	(Local Commercial)
R-2	(Single-Family Residential)	C-2	(General Commercial)
R-3	(One- And Two-Family Residential)	C-3	(Central Business)
R-4	(General Residential)	C-3	(Central Business)
MH-1	(Mobile Home Park)	C-4	(Planned Commercial)
O-1	(Professional Office)	I-1	(Light Industrial)
CO-1	(Enhanced Commercial Overlay)	I-2	(Heavy Industrial)
		I-3	(Planned Industrial Park)

**LEGAL DESCRIPTION OF TRACT:** Submit a copy of the most current deed for the property being divided.

**OWNER SIGNATURES:**

I state upon my oath that all of the information contained in this application is true. *(Signatures of all persons listed on the current property deed and the authorized signer(s) for any owning corporation or trust.)*

Please submit the completed application along with the applicable application fee to:

Building & Planning Manager  
City of Jackson  
101 Court Street  
Jackson, MO 63755  
Ph: 573-243-2300 ext. 2029  
Email: [permits@jacksonmo.org](mailto:permits@jacksonmo.org)