



ZONING PETITION AND SPECIAL PROCEDURES PERMIT APPLICATION CHECKLIST

A meeting with Deputy Director, Mel Wilson, is strongly encouraged before a petitioner submits their application.

Contact Mel at MelWilson@stlouiscountymo.gov or (314) 615-2520.

1. PETITION FORM REQUIREMENTS-Please fill the forms out completely. **No lines should be left blank.**

a. Forms must be **filed in duplicate**, both with original signatures and notary seals; and filing fees paid.

<u>Procedure</u>	<u>Fees</u>
Change of Zoning	\$1,500
C.U.P., S.B.P., L.P.A.	\$1,500
C-8, M-3, MXD	\$2,000
P.E.U., C.I.D.D.	\$500

NOTE: Re-advertising fees apply for petitions postponed prior to Public Hearing

b. Confirm how the petitioner (individual or company) has a legal interest in property:

1. Owner fee simple; or
2. Owner under contract with both date of contract and contract expiration shown.

c. The legal description must be filed in duplicate, single spaced with distances and bearings, and indicating total acreage for the site; and also emailed to the Department of Planning in Word format to EBush@stlouiscountymo.gov

f. Provide the locator numbers of the subject site property on the forms.

g. The acreage on the petition form must correspond to that on the legal description (shown to the nearest tenth of an acre).

h. The acreage must meet the minimum requirements for the proposed zoning district or special procedure.

i. Confirm that the use on the petition form is a permitted use in the proposed zoning district or special procedure.

j. The name, address and phone number of land owner(s) must be shown on the forms.

k. The zoning on the petition form must correspond to the Department of Planning’s zoning maps, INCLUDING FLOOD PLAIN ZONING.

l. For each special procedure or zoning, individual petition forms must be **filed in duplicate** and the type of special procedure noted.

2. OUT-BOUNDARY SURVEY REQUIREMENTS-(Survey may be derived from existing available records)

If a site plan is required (see page two) the outboundary may be included on that plan.

a. Survey must be filed at a scale of 50 ft. to one inch or less – two(2) copies required.

b. Distances and bearings shown must correspond exactly with written legal description.

c. Survey must include north arrow, locator map and scale.

d. If multiple requested zoning or requested special procedures, out-boundary surveys must be are provided for each.

e. Survey is signed and sealed (original) by a registered engineer or land surveyor.

3. SITE PLAN REQUIREMENTS

(No plan is required for straight zoning petitions)

- a. A site plan is required for special procedures (C.U.P., L.P.A., C.I.D.D, S.B.P.) and planned developments (C-8, M-3, MXD). The following items must be included on the plan:
 1. Preliminary site plans drawn to scale of 50 feet or less to the inch.
 2. Plans show north arrow, scale and location map.
 3. Preliminary site plans showing proposed uses and structures with dimensions of building (s) and distances from all property lines.
 4. Location of all existing tree masses and isolated trees having a trunk diameter of six inches or more.
 5. Label existing structures and tree masses that are to be retained and/or removed.
 6. Two cross section profiles through the site showing preliminary building form, existing natural grade and proposed final grade.
 7. The proposed ingress and egress to the site including adjacent streets.
 8. A preliminary plan for provision of sanitation and drainage facilities and stormwater quality measures.
 9. Existing and proposed contours at intervals of five feet or less referred to mean sea level.
 10. Show parking spaces (striped and dimensioned) and include parking calculations table (include required and proposed parking numbers).
 11. Show all required and proposed landscaping on plan with landscape legend and numbers.
 12. Show a natural resources inventory (e.g. water courses, trees/vegetation, soils, karst, sinkholes, etc.).
 13. Plan must be signed and sealed by a registered design professional.
 14. Send 2 folded hard copies of the site plan to the Department of Planning and an electronic copy to EBush@stlouiscountymo.gov
- b. The site plan requirements for a Planned Environment Unit (P.E.U.) procedure are to include all requirements listed above, plus the following:
 15. The names of the owners of all property adjoining the tract as disclosed by the most recent Assessor's records.
 16. All existing streets, roads, wet and dry weather water courses, and other significant physical features within the tract.
 17. Approximate location of proposed streets and property lines.
 18. Direction of and approximate distance to nearest existing major street intersection.
 19. Approximate location of any historical building within the boundaries of the tract.
 20. Density calculations (any floodplain acreage on the site should be removed from those calculations).
 21. Common ground and detention areas.
 22. Typical lot information (minimum/maximum lot size, width, setbacks).
 23. Street design.