

CASE # (assigned by Staff): \_\_\_\_\_



## DEPARTMENT OF COMMUNITY DEVELOPMENT

200 North Second Street, Suite 303  
Saint Charles, MO 63301  
636-949-3227  
FAX 636-949-3557

### APPLICATION FOR CONDITIONAL USE

ADDRESS OF SUBJECT PROPERTY: \_\_\_\_\_

**APPLICANT:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone & Email Address)

**PROPERTY OWNER:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone / Fax)

\_\_\_\_\_  
(Email Address)

**ZONING INFORMATION:**

**LEGAL DESCRIPTION OF THE PROPERTY MUST BE ATTACHED (Digital Format Preferred)**

Current Zoning & Use: \_\_\_\_\_

Proposal: \_\_\_\_\_

Applicable section number or ordinance: \_\_\_\_\_

**CONDITIONAL USE INFORMATION:**

A request for a Conditional Use may be granted, upon a finding by the City Council that all of the following standards are met:

1. The public health, safety, morals, and general welfare will not be adversely affected.
2. The location shall be appropriate and not in conflict with the Comprehensive Plan.
3. The use shall not adversely affect the character of the neighborhood or neighborhood value.
4. The use shall not overtax the public utility systems.
5. The use shall not substantially increase traffic hazards or congestion.
6. The use shall be in compliance with the additional standards of Chapter 400: Zoning Code.

A copy of the following shall be submitted to the Community Development Department at least 30 days prior to the scheduled meeting:

1. A complete application\*.
2. A complete site plan of the property and all structures located on the property. Including but not limited to:
  - a. The actual shape and dimension of the lot.
  - b. Any existing or proposed building, accessory building, and their locations upon the lot.
  - c. Any existing or proposed parking spaces, driveway entrances and exits, street, alleys, creeks, etc.
  - d. The existing and intended use of each building or part of a building.
  - e. Photos of existing structures.
  - f. Any other information with regard to the lot and neighboring lots as may be necessary.

\* Depending on the specifics of the case, the applicant(s) may be required to submit further information deemed necessary.
3. Signature by the legal owner or an attached affidavit by the legal owner authorizing City Council action.
4. Legal description of the property

**Please Note:** Conditional Use approval is valid for a period of one (1) year after the date of approval with construction or use substantially underway, unless extended by the Planning and Zoning Commission prior to the expiration date.

I (We), the undersigned, file this petition for a City Council action.  
The above statements and the statements contained in all of the attached exhibits transmitted herewith are true, to the best of my knowledge.

Signature of the applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the property owner: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: APPLICANTS ARE REQUIRED TO ATTEND THE PUBLIC HEARINGS.**

**Application Fee: \$250.00**

## Directions for Digital Submittal

1. Complete the applicable form for the requested review (forms may be found at the following link - <https://www.stcharlescitymo.gov/518/Forms>)
2. Attach the application and required plans and send to the email address below. If the attachments exceed 10mb, please provide information on location for file share download for staff.
  - [PZ@stcharlescitymo.gov](mailto:PZ@stcharlescitymo.gov) Planning and Zoning Commission (Rezoning, Annexations, Conditional Use Permit, Preliminary Plat, and Site Plans)
3. Once the email is sent, the Department will respond with an automatic email letting you know we have received the application and staff will contact you with applicable information on future agenda placement or if additional items are required. If you do not receive an automated response to your submittal email, please contact the Community Development Department at (636) 949-3222.
4. Submit application fee (if applicable) via mail to:  
Department of Community Development  
200 North 2<sup>nd</sup> Street, Suite 303  
St. Charles, MO 63301
5. Once received, staff will evaluate your request and provide comments (if any) via email with a deadline for re-submittal and provide directions for paper submittals for the Board/Commission packet.
6. After the submittal has been revised, email the applicable plan reviewer a digital copy and provide necessary paper copies as requested.