

CHECKLIST FOR ZONING PETITION APPLICATION

- 1. Application form filed in **duplicate**. Provide original signatures and notary seals on both copies.
- 2. Filing fee.
- 3. Legal description filed in **duplicate** with metes and bounds description and acreage. The description should be typed, single spaced, on the Department of Planning forms.
- 4. Outboundary survey providing the following information.
 - a. Six (6) copies required.
 - b. Metes and bounds corresponds exactly with legal description.
 - c. North arrow, scale of 1" = 100' or less and locator map are on survey.
 - d. Survey is signed and sealed by a registered engineer or land surveyor.
- 5. Legal description in Word format, emailed to the Department of Planning.

If you are requesting a C.U.P., C-8, or M-3, six (6) copies of a site plan and two (2) copies of an 8½" x 11" Sketch Plan are required. The Outboundary Survey information may be combined with the site plan. Provide the following information on the site plan:

- 1. Scale of 1" - 100' or less.
- 2. North arrow.
- 3. Locator map.
- 4. All proposed uses and structures.
- 5. Existing tree masses and isolated trees with a trunk diameter of 6 inches or more.
- 6. Ingress and egress to the site, including adjacent streets.
- 7. Sanitation, stormwater drainage, and water quality facilities.
- 8. Existing and proposed contours at intervals of five feet or less referred to mean sea level.
- 9. Show all proposed landscaping on plan.
- 10. Parking calculations.
- 11. Two cross-section profiles through the site showing preliminary building form and existing and proposed grade.
- 12. Natural resources inventory (identify and locate natural resources including but not limited to wetlands, streams, floodplain, karsted areas, ponds, and vegetated cover).

TO THE PLANNING COMMISSION OF THE COUNTY OF ST. LOUIS
STATE OF MISSOURI
PETITION FOR

(Indicate Type of Special Procedure – PEU, CUP, CIDD, LPA, SBP)

I. Now comes:
NAME _____

ADDRESS _____

ZIP CODE: _____ TELEPHONE: _____

and states to the Commission that he(she)(they) has(have) the following legal interest in the tract of land located in the unincorporated portion of St. Louis County, State of Missouri, described in the attached legal description.

(Legal interest) _____

(If other than fee simple title, give date of contract and date of expiration of contract)

II. The petitioner(s) as identified in item I above further state(s) that the property hereinafter described and identified by the St. Louis County Assessor's Office with locator number(s)

_____ is presently zoned as _____ District, or a change has been requested for zoning to _____ District.

III. The acreage to nearest tenth of an acre, of the property for which a special procedure is petitioned is _____.

IV. The property is presently being used for the following use(s):

The petitioner hereby requests the following uses be permitted:

V. The petitioner(s) further state(s) that the following information is provided in **duplicate** as part of this application:

A. Legal description of entire parcel or tract of land owned by holder of fee simple title giving bearings and distances (metes and bounds). Description to be typed on sheet(s) provided by the Department of Planning. **(Script or italic face type is not acceptable).**

B. Legal description of portion of property for which a special procedure is petitioned giving bearings and distances (metes and bounds). This is not required if the description is identical to "A" above. Description to be typed on attached sheet(s) and provided to the Department of Planning electronically in Word format (email). **(Script or italic face type is not acceptable).**

C. A survey of property described in "A" and "B" above signed and sealed by a registered engineer or land surveyor. This shall be drawn to a scale of 100 feet or less to the inch and referenced to point easily located on the ground. It shall show the dimensions (bearings and distances) of property, north point, location map, and scale.

D. Six (6) copies of a preliminary development plan and other information in such detail as to include the following: **existing and proposed uses and structures; existing and proposed contours at intervals of five feet or less referred to Mean Sea Level datum; location of all existing tree masses and isolated trees having a trunk diameter of six inches or more; two cross section profiles through the site showing preliminary building form, existing grade and final grade; proposed ingress and egress to the site; a preliminary plan for provision of sanitation and drainage facilities; and a natural resource inventory including wetlands, streams, floodplain, karsted areas, ponds, and vegetated cover.** In addition, plans for a PEU shall have the information required to a Sketch Plan in accord with Section 1005.050 of the St. Louis County Subdivision Ordinance. This shall be drawn to a scale of 100 feet or less to the inch and shall include north point, scale and location map.

E. A sketch plan of legible scale to be shown on an 8 1/2" x 11" paper.

VI. The petitioner(s) further state(s) that they(he)(she) will comply with all the requirements of St. Louis County. **(If you cannot comply, please attach a separate statement.)**

WHEREFORE, your petitioner(s) pray(s) for the Planning Commission to approve this request and grant the Special Procedure hereinabove petitioned or for an Ordinance of the County Council to approve same.

VII. The petitioner(s) further represent(s) and warrant(s) that they(he)(she) has(have) not made any arrangement to pay any commission, gratuity, or consideration, directly or indirectly, to any official, employee, or appointee of St. Louis County with respect to this application.

VIII. The owner(s) - of - record of the hereinafter described property according to St. Louis County Assessor's Records is(are) known as:

NAME _____
ADDRESS _____
ZIP CODE _____ TELEPHONE: _____

IX. I (we) hereby certify that (Indicate One)

() I (we) have a legal interest in the hereinabove described property.

() I am (we are) the duly appointed agent of the petitioner(s)

and that all information given herein is true and a statement of fact.

SIGNATURE _____
(Print or type name): _____

ADDRESS _____

ZIP CODE _____ **TELEPHONE:** _____

(NOTE: The above named person shall receive the official notice of public hearing)

Subscribed and sworn before me this _____ day of _____ 20____.

(SIGNED) _____

(NOTARY PUBLIC)

Notary Public _____ State of Missouri

My Commission expires _____

SEAL:

XI. Parties of Interest **(Fill in as applicable)**

A. Project Engineer and/or Architect

NAME _____
ADDRESS _____
ZIP CODE _____ TELEPHONE: _____

B. Developer and/or Builder **(If other than petitioner)**

NAME _____
ADDRESS _____
ZIP CODE _____ TELEPHONE: _____

For Department of Planning Use Only:

Amount of Fee _____
Date Submitted _____
Initial Check by _____
Final Check by _____
Accepted for filing on _____