



City of Wentzville

Planning and Zoning Commission Application Procedure

The Planning and Zoning Commission meets on the first Thursday of each month at 6:00 p.m. in the Council Chambers at City Hall, 310 W. Pearce Blvd.

An applicant must complete and submit the following items to the Community Development Department by the scheduled submittal date in order to be placed on the next month's agenda.

- **APPLICATION FORM**

All forms (**original only**) must be completed in full, including signature of property owners. An incomplete application will NOT be accepted. All designated spaces on the form must be appropriately filled in prior to the filing of the application.

- **DRAWING CHECKLIST**

Completed, signed and dated by the engineer for Site Plans, Preliminary Plats, Final Development Plans and/or Record Plats.

- **PROCESSING FEE**

A filing fee is required for each of the following, as applicable.

Rezoning	\$300
Conditional Use Permit	\$150
Site Plan Review	\$ 75
Preliminary Plat	\$ 50 - plus \$2.00 per lot/unit (not to exceed 200 lots)
Record Plat	\$ 50
Temporary Use	\$ 50
Planned Development	\$100
Final Development Plan	\$100

A check, in the above amount, shall be made payable to the "City of Wentzville", this is a non-refundable fee.

- **DRAWINGS**

Show all required information as noted on attached checklists, per specific applications requested.

- Seven (7) sets of drawings (initial submittal) no larger than 24" x 36" - **FOLDED**
- One (1) copy "reduced" to 11" x 17"

- **VERIFICATION OF TAXES**

The City shall not accept or process any application that is delinquent on any City and/or County taxes until such time as all delinquent taxes are paid to the appropriate taxing authority, per Ordinance #2445, *please provide copy of the paid real estate tax receipt*. This can be done by calling St. Charles County Collector at 636-949-7470 or emailing them at www.saintcharlescountycollector.org.

THESE ARE THE MINIMUM SUBMITTAL REQUIREMENTS NEEDED FOR REVIEW. FAILURE TO PROVIDE ALL INFORMATION WILL RESULT IN APPLICATIONS BEING RETURNED.



City of Wentzville

Planning and Zoning Application

DATE: _____ Application: _____

PROJECT ADDRESS: _____

PROJECT LOCATION: _____

ACTION REQUESTED

- Rezoning: From: _____ To: _____
- Conditional Use: Type: _____
- Site Plan Review _____
- Preliminary Subdivision/Plat Number of lots: _____
- Record Plat _____
- Planned Development: _____ Type: _____
- Other: Type: _____

SITE DATA INFORMATION

- Attach location map
- Attach legal description, boundary survey of property and/or plat
- Property deed or Certificate of Title

Area of site: _____ Present Zoning _____

Adjoining Zoning: North _____ South _____ East _____ West _____

APPLICANT INFORMATION

Print Name _____ Signature _____ Email Address _____

Phone#: _____ Cell#: _____ Fax#: _____

Address _____ City _____ State _____ Zip _____

Applicant Status: Corporation Partnership Individual

Relationship of Petitioner to Property:

- Owner Tenant Letter from owner authorizing action
- Other _____

I (We) hereby certify that:

- I (We) have legal interest in the described property
- I am (We are) the duly appointed agent(s) of the petitioner(s) and that all information given herein is true and a Statement of Fact.

Agent Name _____ Signature _____ Email Address _____

Phone#: _____ Cell#: _____ Fax#: _____

Address _____ City _____ State Zip _____

Engineer Name _____ Signature _____ Email Address _____

Phone#: _____ Cell#: _____ Fax#: _____

Address _____ City _____ State Zip _____

PROPERTY OWNERS

Print Name _____ Signature _____ Email Address _____

Phone#: _____ Cell#: _____ Fax#: _____

Address _____ City _____ State Zip _____

Print Name _____ Signature _____ Email Address _____

Phone#: _____ Cell#: _____ Fax#: _____

Address _____ City _____ State Zip _____

FOR CITY USE ONLY

Date Received: _____	Total Received: \$ _____
Agenda Date: _____	Check #: _____
Signature: _____	Receipt #: _____



City of Wentzville

CONDITIONAL USE PERMIT/SITE PLAN REVIEW CHECKLIST

- Seven (7) copies (initial submittal) of the drawings, 24" x 36" (**folded** to a maximum size of 12" x 10"), prepared by a registered land surveyor or professional engineer.
- One (1) copy reduced to 11" x 17".
- The City shall not accept or process any application that is delinquent on any City and/or County taxes until such time as all delinquent taxes are paid to the appropriate taxing authority, per Ordinance #2445. This can be done by calling St. Charles County Collector at 636-949-7470 or emailing them at www.saintcharlescountycollector.org.
- Property boundary survey.
- Existing building and improvements on site.
- North arrow, scale, and date.
- Name and signature of person preparing plat.
- Building setback lines for front, side, and rear yard.
- Proposed buildings, additions, or improvements located with dimensions, including dimensions to property lines.
- Parking layout and driveway, including parking stall size, handicap parking, aisle and driveway widths, entrance approach details, number of cars in each row, and paving details.
- Site topography showing existing and proposed contours at intervals of two (2') feet or less, including grading plan.
- Landscaping and buffering per ordinance with plant schedule as follows:
KEY QUANTITY COMMON NAME BOT. NAME SIZE
- Utilities: Water, storm sewers, sanitary sewers, gas, and electric, including provisions for access.
- Architectural elevations of all proposed buildings.
- Water main and nearest fire hydrants.
- Exterior lighting.
- Easements, existing and proposed.
- Drainage pattern, proposed storm water management improvements.
- Performance Guarantee approved by the City assuring completion of the proposed improvements.

Petitioner/Engineer

Date