



# 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](http://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 \_\_\_\_\_

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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.

_____ Agents Name	_____ Signature	_____ Email Address
_____ Phone#:	_____ Cell#:	_____ Fax#:
_____ Address	_____ City	_____ State Zip

_____ Engineer Name	_____ Signature	_____ Email Address
_____ Phone#:	_____ Cell#:	_____ Fax#:
_____ Address	_____ City	_____ State Zip

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**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

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<b>FOR CITY USE ONLY</b>	
Date Received: _____	Total Received: \$ _____
Agenda Date: _____	Check #: _____
Signature: _____	Receipt #: _____