



The Rezoning Process...

The City of Wentzville, Missouri

This brochure is an informational handout only, to be used as a guide and should not be relied upon for the legality of its contents. This brochure may not answer every question, which may be raised about the rezoning process. You may contact an attorney or the City of Wentzville Planning and Zoning Division, with questions concerning this guide and rezoning request at:

City of Wentzville
Community Development Department
Planning and Zoning Division
200 E. Fourth Street
Wentzville, MO 63385
636-639-2032 or 636-327-5102
636-327-4892 (fax)
www.wentzvillemo.org - City's website

This outline is intended to serve as a guide to the processing procedures associated with changing any existing zoning district designation for the development of property. The Zoning Regulations for the City are adopted and intended to provide and promote the health, safety, and welfare of the City's residents, to secure coordinated land use, encourage compatible adjacent land uses, and to facilitate the adequate provision of public improvements. Detailed information concerning the processing steps involved herein can be found in the Zoning Regulations Article XII "Amendments" at the City of Wentzville, Community Development Department – Planning and Zoning Division, 200 E. Fourth Street, Wentzville, MO 63385.

Applications for amendment to the Official Zoning Map for the City of Wentzville may be made by any owner of property, their agent, representative, or attorney who requests land to be rezoned. If the application is made by the owner's agent, representative, or attorney, the owners name and address shall be entered upon the application. Satisfactory evidence of property ownership or a contract to purchase the subject property containing the owners name and address will be required at the time of application.

The application for a Zoning District Amendment shall be made utilizing forms provided by the Planning and Zoning Division for the City of Wentzville, Missouri.

STEPS IN THE REZONING PROCESS

1. Pre-Application Meeting:

The first step involves a pre-application meeting with Community Development Department staff to discuss your proposal. This meeting will highlight ordinance regulations and stipulations/access regulations and applicable Municipal Code issues; address potential issues and discuss potential solutions to technical and design review issues; address potential issues and discuss potential solutions to environmental review issues; provide direction to customers regarding the City's development process, i.e. submittal requirements, appropriate sequences of required plan review and processes; and apply the Comprehensive Plan, Land Use Plan and Chapters of the City's Plan, as applicable.

2. Annexation and Identification of the Property:

If your property is not within the city limits of Wentzville, a Voluntary Annexation Petition can be acquired from the City Clerk, Planning and Zoning Division or online at www.wentzvillemo.org and processed to incorporate your property into the City of Wentzville. The City Clerk is located at City Hall, 310 W. Pearce Blvd., or can be contacted by calling 636-327-5101. The Planning and Zoning Division is located at the Public Works Building, 200 E. Fourth St., or by calling 636-639-2032. Annexation requires that your property physically touch the current City boundary and is compact to the City's growth.

Prior to this meeting you should obtain a copy of a parcel map or obtain a survey showing the property requested for a zoning amendment. This mapping can be obtained via the City of Wentzville’s Planning and Zoning Division or the St. Charles County Assessor’s Department at 201 North Second Street in St. Charles, MO.

3. Applying for the Rezoning:

The application for Rezoning will be completed with the help of the Planning and Zoning Division Staff and will require the applicant’s signature. When filling out this application you will need to bring the following items to the Community Development Department Office prior to, or the day of, the established application deadline:

- a. A legal description of the property to be rezoned.
- b. A recent certificate of title or deed to the property showing ownership.
- c. A Development Plan in narrative form or a Preliminary Site Plan, indicating the intended use of the property subject to rezoning.
- d. 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 us a copy of the paid tax receipt**. This can be done by calling St. Charles County Collector at 636-949-7470 or emailing their office at: www.saintcharlescountycollector.org.
- f. A filing fee in the amount of \$300.00 is payable at the time of application.

4. Placement on the Agenda:

Once all necessary items are received by the Planning and Zoning Division, your application will be assigned an application number and placed on the next available Planning and Zoning Commission Agenda for Public Hearing. Informational deadlines and meeting dates are established for the calendar year. Deadlines are established approximately four (4) weeks prior to the scheduled Public Hearing. See schedule provided on this brochure. The Planning and Zoning Commission meets the first Thursday of every month at 6:00 p.m. at City Hall, 310 W. Pearce Blvd., Wentzville, MO 63385. During this time, staff will process your legal advertisement, notify property owners within 300 feet, review and prepare a recommendation for your request. See the attached schedule.

5. Public Hearing:

At the public hearing the applicant or their representative will explain the zoning request to the Planning and Zoning Commission. You should explain exactly what you want to do with the property, and how your development will relate to the immediate area. This presentation may include your Preliminary Site Plan or Plat. After you speak, the Planning and Zoning Commission Chairman will give any individuals present the opportunity to speak for or against a request. You should keep your comments brief, factual, and to the point. The Planning and Zoning Commission is comprised of seven (7) members, who are appointed by the Mayor and approved by the Board of Aldermen. These Commission members are individuals from the City of Wentzville, including one (1) appointed Aldermen and the elected Mayor.

6. Planning and Zoning Commission Recommendation:

The Planning and Zoning Commission will make a recommendation of approval or denial on the requested zoning change, which will then be forwarded to the Board of Aldermen (governing body). The Planning and Zoning Commission will make this recommendation the same evening as your public hearing.

7. Board Approval or Denial of your request:

The Board of Aldermen meets twice a month to conduct normal City of Wentzville business. Board of Aldermen meetings are normally the second (2nd) and fourth (4th) Wednesday’s of the month and held at City Hall. Your Rezoning application is placed on the next available Board of Aldermen agenda after the Planning and Zoning Commission has recommended approval or denial of your application. Rezoning requests require two (2) readings before the Board of Aldermen. If a Rezoning request is approved, an ordinance is prepared and signed into law. If the request is denied, a new request (for the same application) may not be made for one (1) calendar year.

8. Protest of a Rezoning:

There are several ways to voice opposition to a Rezoning application. These methods include speaking at the Public Hearings held before the Planning and Zoning Commission or the Board of Aldermen and by pre-sending petitions and letters to the Planning and Commission and the Board of Aldermen. All are considered in the decision whether to rezone property. In addition, Missouri State Statues describe protest provisions in Chapter 89 (Planning and Zoning for cities, towns and villages) for owners of property directly affected by a proposed zoning change.

2012 Planning and Zoning Commission Schedule

Submission Date	Planning and Zoning Commission meeting	First Board of Aldermen meeting	Second Board of Aldermen meeting
November 30, 2011	January 5, 2012	January 11, 2012	January 25, 2012
January 4, 2012	February 2, 2012	February 8, 2012	February 22, 2012
February 2, 2012	March 1, 2012	March 14, 2012	March 28, 2012
March 7, 2012	April 5, 2012	April 11, 2012	April 25, 2012
April 4, 2012	May 3, 2012	May 9, 2012	May 23, 2012
May 2, 2012	June 7, 2012	June 13, 2012	June 27, 2012
June 6, 2012	July 5, 2012	July 11, 2012	July 25, 2012
July 3, 2012	August 2, 2012	August 8, 2012	August 22, 2012
August 1, 2012	September 6, 2012	September 12, 2012	September 26, 2012
September 5, 2012	October 4, 2012	October 10, 2012	October 24, 2012
October 3, 2012	November 1, 2012	November 14, 2012	November 28, 2012
November 7, 2012	December 6, 2012	December 12, 2012	December 26, 2012
December 5, 2012	January 3, 2013	January 9, 2013	January 23, 2013