



# City of Chesterfield

## DEPARTMENT OF PLANNING

### CHANGE OF ZONING OR SPECIAL PROCEDURE APPLICATION

Prior to submitting an application to the Department of Planning, the Petitioner is strongly urged to meet with Staff for a Pre-Application Meeting. To schedule a meeting, please contact the Department at 636-537-4746. For questions about this application, please contact the "Planner of the Day" at 636-537-4733.

The Petitioner is required by ordinance to meet or make a sincere attempt to meet with adjacent property owners at least seven (7) days prior to the Public Hearing concerning the petition. Please sign and date below to verify that the Petitioner has met with or made a sincere attempt to meet with adjacent property owners:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For information about the status of this and other projects under review by the Department of Planning, please visit "Active Developments" at [www.chesterfield.mo.us](http://www.chesterfield.mo.us). Be advised all changes in zoning, ordinance amendments, CUPs, RBUs, or LPAs require a Public Hearing.

**Check (✓) all applications that apply:**

#### **Residential**

- ☐ Change of zoning ("Straight") to a residential district
- ☐ Change of zoning to Planned Unit Development (PUD)

#### **Commercial or Industrial**

- ☐ Change of zoning to a Planned Commercial "PC" or Planned Industrial "PI" District
- ☐ Change of zoning to a Light Industrial "LI" District
- ☐ Change of zoning to a Neighborhood Business "NB" District

#### **Mixed Use**

- ☐ Change of zoning to an Urban Core "UC" District
- ☐ Change of zoning to a Planned Commercial and Residential "PC&R" District

#### **Other**

- ☐ Ordinance Amendment
- ☐ Conditional Use Permit (CUP)
- ☐ Landmark and Preservation Area (LPA)
- ☐ Residential Business Use Procedure (RBU)
- ☐ Other:

**Note: Separate fees apply to each application selected.**

## I. APPLICANT INFORMATION

Owner(s) of record of the hereinafter described property according to St. Louis County Assessor's Record:

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel.: \_\_\_\_\_ Email: \_\_\_\_\_

Petitioner, if other than owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel.: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Interest: \_\_\_\_\_

(Provide date of contract and date of expiration of contract)

\*Attach additional sheets as necessary.

## II. PROPERTY INFORMATION

Project Name: \_\_\_\_\_

Locator Number(s): \_\_\_\_\_

(List additional locator numbers on separate sheet and attach to petition)

Acreage: \_\_\_\_\_ (To the nearest tenth of an acre)

Subdivision Name: \_\_\_\_\_ Plat Book/Page: \_\_\_\_\_

Proximity to closest major intersection: \_\_\_\_\_

Existing Overlay Districts: Check (✓) all that apply    ☐ C.U.P.    ☐ C.S.P.    ☐ L.P.A.  
☐ Other: \_\_\_\_\_

## III. ZONING

Current Zoning District: \_\_\_\_\_ Proposed Zoning District: \_\_\_\_\_

Existing Uses on property: \_\_\_\_\_

Proposed Uses: \_\_\_\_\_

Proposed Development Intensity Under Proposed Zoning: \_\_\_\_\_ du ☐ sf ☐ (check one)

Development Potential Under Proposed Zoning: \_\_\_\_\_ du ☐ sf ☐ (check one)

du = dwelling units (residential or hotel/motel)

sf = square feet at maximum allowable Floor Area Ratio (commercial, industrial)

Petitioners seeking a change of zoning to the Planned Commercial and Residential District (PC&R) are reminded that certain performance standard issues that must be reviewed by the City Council may not necessarily be resolved during the rezoning process, but may be deferred for legislative action during the site plan review process.

#### IV. COMPREHENSIVE PLAN POLICY AND LAND USE

**Comprehensive Plan Land Use Designation:** \_\_\_\_\_

Link to [Land Use Plan](#)

**Is the proposed Zoning District and Use consistent with the Comprehensive Plan Land Use Designation?** ☐ Yes ☐ No

If no, on a separate sheet, provide a statement justifying the proposed inconsistency, demonstrating the need for the inconsistency, and demonstrating the compatibility of the proposed use with adjacent and nearby land uses, both existing and planned.

**Is the proposed Zoning District and Use consistent with the policies of the Comprehensive Plan?**

☐ Yes ☐ No

On a separate sheet, provide a statement identifying plan policies that are consistent with the proposal and provide a detailed explanation. If the proposal conflicts with any plan policies, provide a detailed explanation and any measures being taken to mitigate the potential conflict.

#### V. TRAFFIC

**Has a traffic study ever been completed for this site?** ☐ Yes ☐ No

**If yes, when?** \_\_\_\_\_

**How much traffic is projected to be generated by the proposed use?** \_\_\_\_\_

\*Note: The Petitioner may be required to complete a traffic study which will include conditions in the near and long-term using projected traffic values from the Chesterfield Transportation Model.

#### VI. PROJECT HISTORY

List prior zoning action related to existing district in sequence from first to most recent. Include variances approved by the Board of Adjustment. Attach additional sheets as necessary.

Petition No.	Request	Action	Date	Ordinance No.

#### VII. ADJACENT PROPERTY

Identify surrounding land uses and zoning designations. Include existing/approved square footage or number of dwelling units, type of units, and density.

Property	Land Use	Zoning	Existing Use	Approved Use (use separate sheet as needed)	Ordinance No.
North					
South					
East					
West					

## VIII. COMPLIANCE

Are there any violations that exist on the property?

☐ Yes ☐ No If yes, please explain:

Is the property in compliance with all previous conditions of approval and/or applicable Ordinance requirements?

☐ Yes ☐ No If no, please explain:

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## IX. REQUIRED MATERIALS

1. Fees as required. See Section XIV of this application for information.
2. Typed legal description of entire parcel or tract of land owned by holder of fee simple title giving bearings and distances (metes and bounds) using *attached* city form. **(No Script or Italic face type)**
3. Typed legal description of portion of property for which change of zoning is petitioned giving bearings and distances (metes and bounds) using city form. This is not required if the description is identical to “1” above. **(No Script or Italic face type)**
4. A survey of property described in “1” and “2” 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 a point easily located on the ground. It shall show the dimensions (bearings and distances) of property, north point, graphic scale and location map.
5. A copy of any deed restrictions or trust indentures for the property, if they prohibit or restrict the proposed use(s) or development requested by your petition.
6. Two (2) copies of a Tree Stand Delineation (TSD) shall be submitted as described in the Chesterfield Tree Manual and shall be submitted with all preliminary development plans.
7. If contract for purchase is pending on the property, submit two (2) fully executed copies of said contract.
8. PEU applications shall have the information required on a Sketch Plan in accord with the City of Chesterfield Subdivision Ordinance. These plans shall be drawn to a scale of 100 feet or less to the inch and shall include north point, graphic scale, location map, and parking density calculations when applicable.
9. Four (4) copies of a preliminary development plan and other information in such detail as to include the following: proposed uses and structures; existing and proposed contours of five (5) feet or less referred to Mean Sea Level Datum; location of all isolated tree masses having a trunk diameter of six (6) inches or more and all tree masses; two (2) section profiles through the site showing preliminary building form; proposed ingress and egress to the site including adjacent streets; a preliminary plan for provision of sanitation and drainage facilities. \*Not required for changes of zoning to any “straight” district.
10. A narrative statement, that includes (\*not required for changes of zoning to any “straight” district):
  - a. A general description of the proposal.
  - b. A list of all requested uses directly from the proposed zoning district regulations.
  - c. Proposed land uses and development standards, density and height limitations, yard requirements all of which shall be compatible with other nearby uses within and without the proposed district and in keeping with the intent of the Comprehensive Plan.
  - d. A listing of permitted uses for each separate tract within a particular district.
  - e. Exceptions or variations from the requirement of the Zoning Ordinance, if any are being requested.
  - f. Tables showing the total number of acres in the proposed development and the percentage designated for each proposed type of land use, including public facilities.
  - g. Proposed dedication or reservation of land for public use, including streets and easements.
  - h. Plans for parking, loading, access ways, and means of protecting adjacent areas from lighting and other potential adverse effects.
  - i. In the event that the development will be constructed in phases, a development schedule indicating the approximate date when construction of each site or phase of development can be expected to begin and be completed.
  - j. A statement regarding landscaping and tree preservation.

OR

For a change of zoning to a Planned Unit Development, the narrative statement shall include:

- a. A document, which may include architectural renderings, pictures, site plans, etc., describing the character of and rationale for the proposed Planned Unit Development;
  - b. A description of any amenities or recreational facilities to be provided within the PUD;
  - c. A description of any lands to be dedicated for public facilities within the PUD;
  - d. Proposed phasing and time schedule if development is to be done in phases; and
  - e. Proposed phasing and time schedule for land to be dedicated for public facilities.
11. LPA applications shall be accompanied by a statement documenting the historic, architectural, cultural, archeological, or aesthetic significance of the proposed lot or lots.

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## **X. DESCRIPTION OF PROPERTY**

### **DESCRIPTION OF PROPERTY**

**The Metes and Bounds description is to be typed SINGLE SPACE WITHIN THE GUIDELINES BELOW. CLOSE LEGAL DESCRIPTION WITH ACREAGE TO THE NEAREST TENTH OF AN ACRE. If more space is needed, use additional sheets.**

## XI. STATEMENT OF CONSENT

### STATEMENT OF CONSENT

I hereby give CONSENT to \_\_\_\_\_ (type, stamp or print clearly full name of agent) to act on my behalf to submit, this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge of the property and I have an ownership interest and/or am the owner under contract in the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the City of Chesterfield to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I understand this application, related material and all attachments become official records of the City of Chesterfield, Missouri, and will not be returned. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

### OWNER/CONTRACT PURCHASER INFORMATION:

I am the [ ] owner [ ] contract purchaser. (check (✓) one)

\_\_\_\_\_  
(Name- type, stamp or print clearly)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Address, City, State, Zip)

Attach additional sheets as necessary.

### NOTARY PUBLIC INFORMATION: STATE OF MISSOURI, CITY OF CHESTERFIELD

Before me appears \_\_\_\_\_ who has executed the foregoing instrument was subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed \_\_\_\_\_ Print Name: \_\_\_\_\_  
Notary Public Seal/Stamp: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



<b>XII. AFFIDAVIT OF COMPLETENESS AND ACCURACY</b>
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**INSTRUCTIONS:** To be completed by individual submitting application (property owner, petitioner with consent, or authorized agent).

**Project Name:** \_\_\_\_\_ **Submittal Date:** \_\_\_\_\_

## STATEMENT OF COMPLETION AND ACCURACY

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge and that all property owners have full knowledge that the property they own is the subject of this application. I understand that any knowingly false, inaccurate or incomplete information provided by me will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit and further certify that all owners and petitioners have been provided a complete copy of all material, attachments and documents submitted to the City of Chesterfield relating to this application. I acknowledge this application, related application material and all attachments become official records of the City of Chesterfield, Missouri and will not be returned. I further acknowledge that additional information may be required by the City of Chesterfield to process this application. No arrangement has been made to pay any commission, gratuity, or consideration, directly or indirectly, to any official, employee, or appointee of the City of Chesterfield with respect to this application.

**Check (✓) one: \***    ☐ I am the property owner.    ☐ I have legal interest in the property.  
☐ I am the duly appointed agent of the petitioner.

(Name- type, stamp or print clearly)

(Signature)

(Name of Firm)

(Address, City, State, Zip)

\* Attach additional sheets as necessary.

**NOTARY PUBLIC INFORMATION: STATE OF MISSOURI, CITY OF CHESTERFIELD**

Before me appears \_\_\_\_\_ who has executed the foregoing instrument was  
subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed \_\_\_\_\_ Print Name: \_\_\_\_\_  
Notary Public Seal/Stamp: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

### XIII. PARTIES OF INTEREST

**Principal Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Tel.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Other Contact:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Tel.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Other Contact:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Tel.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Other Contact:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Tel.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Other Contact:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Tel.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Attach additional sheets as necessary.

690 Chesterfield Parkway West, Chesterfield, MO 63017-0760  
Ph. (636)537-4746 Fax (636)537-4798 www.chesterfield.mo.us

#### **XIV. FEES**

A. There is an Application Fee of \$315.00 for any petition or application requiring a Public Hearing.

In addition, there is a Public Hearing Fee for any petition or application which is equal to the direct cost to the City of Chesterfield for advertising. Upon receipt and acceptance of the application by the City, the City will advertise the Public Hearing in the one (1) local paper of record. A copy of the proof of publication will be provided to the Petitioner for full reimbursement. Payment of this Public Hearing Fee is required prior to the petition being placed on the agenda.

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**XV. CITY OF CHESTERFIELD LIENS AND FINES CERTIFICATION**

**Project Name:** \_\_\_\_\_ **Ward:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Locator:** \_\_\_\_\_

**STATE OF MISSOURI, CITY OF CHESTERFIELD**

**I do hereby certify to the Council of the City of Chesterfield that:**

\_\_\_\_ There are no fines and/or liens of record on the property by or owed to the City of Chesterfield.

\_\_\_\_ There are the following fines and/or liens owed to the City of Chesterfield:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_  
Director of Finance  
City of Chesterfield

\_\_\_\_\_  
Date

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