



PRE-APPLICATION MEETINGS

Pre-application conferences are designed to provide development applicants the opportunity to gain a better understanding of regulatory requirements that may influence the design of a proposed project by asking questions about applicable City codes, required permits, hearings and notices, and estimated processing timelines, and obtaining preliminary feedback from City staff about development proposals or concepts. This feedback early in the development planning process can help applicants avoid major plan revisions that are cumbersome to change after an actual application submittal.

Applicants should keep in mind that, due to the preliminary nature of information discussed during pre-application conferences, information obtained is subject to subsequent changes in the Comprehensive Plan, City code or other applicable regulations, and agency comments.

In order to get the desired results from a pre-application meeting, meetings must be scheduled at least 2 days in advance, and the following information must be faxed or emailed prior to scheduling; after receipt of this information, someone will call to schedule. Any questions can be directed to 636-537-4733:

Site address(es): _____ Ward _____

Existing development/business name, if applicable: _____

Applicant/Primary Contact:

(Note: Applicant for rezoning or ordinance amendment needs to own or be in process to purchase the property.)

Name: _____

Company: _____

Mailing Address: _____

Phone1: _____

Phone2: _____

Fax: _____

E-mail: _____

Current Use: _____

Proposed Use: _____

Is proposed use permitted under current zoning? Yes No Unknown—refer to POD; no meeting

Spoke with Planner of the Day – Name of Planner _____

Nature of Proposed Work: (check all that apply)

- Rezoning: Res'l Com'l Ind'l Unknown
- Amendment to Existing Ordinance No. _____
- Residential Subdivision
- Commercial Subdivision
- New Commercial Development – Single Lot
- Building Addition
- Request for Information concerning _____
- Meeting for Site Deficiencies/ Occupancy Issues _____
- Modification to Existing Building Elevation
- Outdoor Mechanical Equipment Modification
- Interior Modification Only
- Demolition of Existing Building Only
- Addition of parking/drives/streets
- Other _____

Description of Proposed Development: _____

Related Items or Specific Questions to be addressed: _____

A PDF of any plans for the proposal should be e-mailed or faxed to pre-ap@chesterfield.mo.us or 636-537-4798 at least 48 hours prior to the meeting.