



City of Chesterfield

DEPARTMENT OF PLANNING

SIGN PERMIT

Signs are permitted in accord with the regulations of the City of Chesterfield Zoning Ordinance. Some sites have regulations for signs that are more restrictive as part of the conditions of the ordinance governing a particular Planned Commercial District, Planned Industrial District, Mixed Use Development District, Conditional Use Permit, Commercial-Industrial Designed Development Procedure, Planned Environmental Development Procedure, or Landmark Preservation Area.

For questions about this application, please contact the “Planner of the Day” at (636)537-4733.

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I. SUBMITTAL REQUIREMENTS

The following documents are to be submitted to the City of Chesterfield:

1. Completed Sign Permit Application for each sign proposed
2. Scaled drawings showing size, color, and material of the sign
3. For free standing/directional/informational signs:
 - a. Copy of the approved site development plan showing the location of the sign
 For attached wall signs:
 - a. Scaled drawing of the approved/existing building elevation showing location of the sign
4. If St. Louis County approval is required, include:
 - a. Completed Municipal Zoning Approval Application
 - b. Five sets of application materials



City of Chesterfield

OFFICE USE ONLY

MZA #: _____

Locator #: _____

Subdivision: _____

II. SIGN PERMIT APPLICATION

Please type or print legibly in ink, complete all parts, and sign and date application. Completed application and all other requirements must be submitted to the City of Chesterfield Department of Planning.

PROJECT ADDRESS: _____ **ZIP:** _____

Property Owner Name(s): _____

Property Owner Address: _____

City: _____ **State:** _____ **Zip:** _____

Applicant Name: _____ **Attn:** _____

Applicant Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____ **E-mail:** _____

SIGN PACKAGE

Is a *Sign Package* required for this project site? Yes No

If yes, does the request sign conform to the *Sign Package*? Yes No

TYPE OF SIGN

- Directional
- Informational
- Free Standing

- Attached Wall
- Other: _____

- Temporary
- Post Date: _____
- Remove Date: _____

DESCRIPTION OF SIGN

Size (Dimensions): _____

Color(s): _____

Estimated Cost: \$ _____

AUTHORIZATION TO APPLY

I, _____, CERTIFY THAT I AM THE
(PRINT NAME)
OWNER IN FEE OR AGENT AUTHORIZED TO APPLY FOR THIS PERMIT.

OWNER/AGENT SIGNATURE: _____

DATE: _____



DEPARTMENT OF PLANNING

MUNICIPAL ZONING APPROVAL APPLICATION (MZA)

Applications may be submitted in person or by mail to:

**Department of Planning
Chesterfield City Hall
690 Chesterfield Parkway West
Chesterfield, MO 63017**

or emailed to MZA@chesterfield.mo.us. If submitting by email, please make sure that the application, with all supporting documentation, is combined into a single pdf format.

Staff will notify the applicant by email once the application is approved, or if additional information is required.

Please note that all checks (if applicable) should be physically submitted by mail or in-person to City Hall, and should include the project name and address for which it is submitted on the Memo line of the check.

Should you have any questions or concerns, please reach out to the Planner of the Day at POD@chesterfield.mo.us or (636) 537-4733.



DEPARTMENT OF PLANNING

MUNICIPAL ZONING APPROVAL APPLICATION (MZA)

The City of Chesterfield contracts with the St. Louis County Department of Public Works to provide permitting and inspection services. Review of plans, collection of fees, and issuance of permits are handled by the County. However, before obtaining any permit, or beginning any construction project, zoning approval must be obtained from the City of Chesterfield.

Zoning approval signifies that the property can be used as requested and that the location of a proposed structure is within the legal limits of the property lines as delineated by regulations contained within the City of Chesterfield Unified Development Code. Be advised that the City of Chesterfield requires that Applicants notify adjacent property owners and subdivision trustees of any requests for exterior residential work (see page 2). However, the City does not review or enforce private subdivision indentures. Therefore, approval of an MZA does not mean that approval has been obtained by your subdivision trustees. Review and approval of work against subdivision indentures is a separate and private civil matter and Applicants are encouraged to follow up with their trustees regarding any subdivision indenture requirements.

Petitioners may visit the County web site at http://www.stlouisco.com/pubworks/ or contact the St. Louis County Department of Public Works at (314)615-5184 for submittal requirements, permitting information and a detailed list of work that does not require a building permit and/or zoning approval.

For questions about this application, please contact the "Planner of the Day" at (636) 537-4733.

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I. APPLICANT INSTRUCTIONS

- 1. Obtain City of Chesterfield approval;
2. Obtain Fire District approval; an additional separate permit is required from the fire district.
NOTE: It is the responsibility of the applicant to determine which Fire District covers the project property.
• Monarch Fire Protection District: Tel. (314) 514-0900, ext. 309
• Metro West Fire Protection District: Tel. (636) 458-2100
3. Obtain St. Louis County approval.

ADVISORY: Applications for Municipal Zoning Approval that are not approved may be resubmitted once changes have been made. Please note that relief from some requirements, in the form of a variance, may be requested via application to the Board of Adjustment; please call the Department of Planning at (636) 537-4746.



OFFICE USE ONLY		
MZA #:		
Locator #:	Zone:	
Subdivision:		
Lot:	Ward:	Plat:

II. MUNICIPAL ZONING APPROVAL APPLICATION (MZA)

Please type or print legibly in ink, complete all parts, and sign and date application.
 Completed application and all other requirements must be submitted to the City of Chesterfield
 Department of Planning.

Project Address: _____ **Zip:** _____

Property Owner Name(s): _____
Property Owner Address (if different than above): _____
City: _____ **State:** _____ **Zip:** _____
E-mail: _____

Tenant Name (if different than above): _____
 Existing Tenant Proposed Tenant

Applicant Name: _____ **Attn:** _____
Applicant Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone Number: _____ **Fax:** _____
E-mail: _____

Description of Work: _____

FOR EXTERIOR RESIDENTIAL WORK ONLY, PLEASE SIGN THE FOLLOWING:

As the Property Owner of the above-referenced address, I have notified all subdivision trustees and adjacent property owners of said application.

Signature

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND ACCOMPANYING PLANS IS TRUE AND CORRECT, AND THAT I WILL CONFORM TO ALL APPLICABLE LAWS OF THE CITY OF CHESTERFIELD AND ST. LOUIS COUNTY. *(Note: Applicant or Tenant applying for Municipal Zoning Approval cannot sign on behalf of the Property Owner.)*

PROPERTY OWNER SIGNATURE: _____ **DATE:** _____

APPLICANT SIGNATURE: _____ **DATE:** _____
(If other than Property Owner)

III. APPLICANT CHECKLIST

NOTE: The following information must be submitted along with the Municipal Zoning Application. These items represent minimum submittal requirements and additional information may be required as directed by the City.

New Construction

- Application for Municipal Zoning Approval
- Five (5) copies of the plot plan (*See page 5*), to an engineer's scale (noted)
- If minimum distances between structures apply to the subdivision, neighboring structures must be shown and distances noted on the plot plan
- \$1,500 lot escrow (for residential dwelling construction only)
- Escrow form; [available on City's website](#)
- For a Non-Residential Use, the landlord must provide a completed Parking Worksheet for the entire development; [available on City's website](#)

NOTE: Single family residential tear downs may require Planning Commission approval. Please refer to [Section 02-16 of the Unified Development Code](#).

Freestanding Sign

- Application for Municipal Zoning Approval
- Sign Permit Application (not necessary for real estate signs under twenty-five (25) square feet)
- For temporary signs, include the dates of display or note that this is a real estate sign
- Five (5) copies of the [approved site plan](#) (*See page 5*), to an engineer's scale (noted)
- Five (5) copies of drawing of sign with dimensions noted as follows:
 - Dimensions necessary to calculate the area of all triangles or parallelograms necessary to enclose writing, graphic representation, logo, or sign background
 - Angle between the faces of a V-shaped sign
 - Height of sign measured from average finished grade at the base of the sign or the grade of the adjacent road, whichever is higher
- Sign calculation requirements are available in [Section 04-05 E. of the Unified Development Code](#).

Wall Signs

- Application for Municipal Zoning Approval
- Sign Permit Application
- One (1) copy of the approved site plan (*See page 5*), with location of wall sign noted
- Five (5) copies of a drawing of the wall and sign with dimensions noted as follows:
 - Height and width of the wall face (see Article 04-05 of the Unified Development Code for special regulations regarding curved walls and mansard roofs)
 - Dimensions (not area) of triangles or parallelograms necessary to enclose individual words (if no sign background is used) or the sign face (if a sign background is used)
- Show on the five (5) plans calculations showing the area of the wall face, five (5) percent of that area (the allowed area of the wall sign), and the area of the proposed wall sign

Interior Finish (commercial or multifamily residential)

- Application for Municipal Zoning Approval
- Five (5) copies of a key plan showing the footprint of the building with the area of work shaded or highlighted.
- For Non-Residential Use, submit completed Parking Worksheet; [available on City's website](#)

Interior or Basement Finish (single-family residential)

- Application for Municipal Zoning Approval
- Five (5) copies of the plot plan, interior sketch, or five (5) copies of the building footprint (*See page 5*)

Decks and Additions

- Application for Municipal Zoning Approval
- Five (5) copies of the plot plan (*See page 5*), to an engineer's scale, showing location of the proposed deck or addition, easements, and existing structures.
- Owner must sign page 2 verifying that all subdivision trustees and adjacent property owners have been notified.

NOTE: Residential additions may require Planning Commission approval. Please refer to [Section 02-16 of the Unified Development Code](#).

Roll-Away Trash Containers (Residential Areas)

- Application for Municipal Zoning Approval
- Aerial image or Plot Plan indicating location of roll-away trash container on property. Containers shall be located on improved surfaces only and wholly on property for which MZA is being submitted.
- Dates and duration for which roll away trash container will be placed on property (written on *Description of Work* line of application), **not to exceed thirty (30) days**.
- Owner must sign page 2 verifying that all subdivision trustees and adjacent property owners have been notified.

NOTE: Extensions may be granted by the Director of Planning for an additional thirty (30) days. Please refer to [Section 500.145 of the City Code](#).

Temporary Structures

- Application for Municipal Zoning Approval.
- Five (5) copies of the plot plan or approved site plan (*See page 5*), showing location of the proposed temporary structure, and existing structures.
- Required deposit (\$1,000 per structure) in the form of Temporary Structure Bond or Temporary Structure Refundable Deposit Form ([see Application for Temporary Structures](#))

Retaining Walls

- Application for Municipal Zoning Approval
- Five (5) copies of the plot plan (*See page 5*), to an engineer's scale, showing location of the proposed retaining wall, easements, and existing structures. Note the base and top elevations at each end, at any curve or corner, and at the highest point. Note any section of the retaining wall which exceeds eight (8) feet in height within a single tier.
- Owner must sign page 2 verifying that all subdivision trustees and adjacent property owners have been notified.

Pools

- Application for Municipal Zoning Approval
- Five (5) copies of the plot plan (*See page 5*), to an engineer's scale, showing existing structure, easements, and the location of the pool.
- Owner must sign page 2 verifying that all subdivision trustees and adjacent property owners have been notified.

Demolition Authorization

- Application for Municipal Zoning Approval
- Five (5) copies of the aerial image or plot plan (*See page 5*) or demolition plan, to an engineer's scale, showing the location of the structure(s) to be demolished and the full limits of work in connection with the demolition.
- Owner must sign page 2 verifying that all subdivision trustees and adjacent property owners have been notified.

Satellite dishes over two (2) feet in diameter

- Application for Municipal Zoning Approval
- Five (5) copies of the plot plan (*See page 5*), showing the location of the satellite dish.
Five (5) copies of a detail of the satellite dish showing the diameter and height of the dish

Collocation or Replacement of Wireless Facilities

- Application for Municipal Zoning Approval
- Five (5) copies of the plot plan (*See page 5*), showing existing structure, height of the existing structure and proposed equipment, and the location of all proposed equipment.
- If applicant is not the property owner, a copy of the lease agreement or other authorization from the property owner evidencing the applicant's right to pursue the application must be attached.

IV. REQUIREMENTS FOR A PLOT PLAN OR SITE PLAN

NOTE: The following are minimum requirements and additional information may be required as directed by the City.

- Drawn to engineer's scale and clearly depict the dimensions and angles of the boundary lines;
Note: Faxing plot plans or site plans result in a distortion of the plan, and is no longer to scale. Therefore, faxed plans cannot be accepted
- Location and dimensions of any existing structures and their distance from the property lines and from each other;
- The direction of the slope or drainage is indicated on the site plan by arrows;
- The ground elevations and the elevation of the top of the foundation of the structure(s);
- Location and width of easements (Easements give access rights to Utility Companies and other duly-authorized agencies), thus building within a dedicated easement is restricted;
- Septic fields (if the property is presently on a septic system);
- Commercial and industrial projects must submit either the required number of copies of the recorded site plan or officially approved site plan which has been signed, sealed, and dated by a Missouri registered architect or engineer

Homeowners applying for a permit do not need to have their plot (site) plans sealed.

Homeowners drawing their own construction plans may obtain a copy of their site plan from:

- The survey of the house obtained at the time of purchase;
- The Title Company that closed the sale of the house;
- The building permit for the house;
- The St. Louis County, Assessor's Plat Book maps. The plat book locates several parcels on one page. The plat book parcels include the lot dimensions; however the existing structures are not indicated on the parcel.