

TEMPORARY CONSTRUCTION BUILDINGS OR TRAILERS

Temporary buildings or trailers used as construction offices, field offices, or for storage of materials to be used in connection with development require a refundable deposit.

The City of Chesterfield Unified Development Code [Section 04-14 A.11 Miscellaneous Regulations](#) describes temporary structures.

The required deposit (\$1,000.00 per structure) for temporary structures may be in the form of **either** a bond **or** cash deposit.

Temporary Structure Bond

Submit the *Temporary Structure Bond* form to the Department of Planning. This must include the following:

1. Temporary Structure Bond with original signatures. **Amount of bond is \$1,000 per structure.**
2. Acknowledgement form for the principal.¹
3. Acknowledgement Power of Attorney statement of the surety
4. Notary acknowledgement of the attorney's signature (attorney-in-fact)
5. Municipal Zoning Approval Application

The original *Temporary Structure Bond* is kept by the City of Chesterfield and a copy sent to the principal. **Upon removal of the temporary buildings or trailers, contact the Department of Planning (636-537-4733) requesting cancellation of the bond.**

Temporary Structure Refundable Deposit Form (to be submitted with Cash Deposits):

Submit the *Temporary Structure Refundable Deposit* form to the Department of Planning. This must include the following:

1. Temporary Structure Refundable Deposit Form with original signatures.
2. Acknowledgement form for the principal.¹
3. Check made payable to *City of Chesterfield* – **Amount of check is \$1,000 per structure.**
4. Municipal Zoning Approval Application

The original *Temporary Structure Refundable Deposit Form* is kept by the City of Chesterfield and a copy sent to the principal and City Clerk. **Upon removal of the temporary buildings or trailers, contact the Department of Planning (636-537-4733) requesting a return of the deposit.**

¹The acknowledgement for the principal could be any of the following:

- ☐ Corporate Executing Official's Acknowledgement
- ☐ LLC Executing Official's Acknowledgement
- ☐ Individual's Acknowledgement – partner
- ☐ Individual's Acknowledgement

TEMPORARY STRUCTURE BOND

KNOW ALL MEN BY THESE PRESENTS, that we _____, as principal, and _____, as Surety, are held and firmly bound unto City of Chesterfield, Missouri, in the sum of _____, to the payment of which well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, assigns and representatives.

SIGNED, SEALED, AND DATED THIS ____ DAY OF _____, 20____.

THE CONDITION OF THE FOREGOING OBLIGATION IS AS FOLLOWS:

WHEREAS, said Principal proposes to improve and develop a certain tract of land located in the City of Chesterfield, Missouri, and

WHEREAS, said Principal has filed with the City of Chesterfield, a plan proposing development of said tract described therein as _____, and

WHEREAS, by virtue of land and to enabling legislation of the State of Missouri, the City of Chesterfield has adopted an ordinance governing the use of land in the incorporated area of the City of Chesterfield, and

WHEREAS, in said ordinances, provision has been made whereby the Principal may utilize a temporary building or trailer for a construction office, field office or storage of materials in connection with development of said tract and subsequent to filing a surety bond acceptable to the City of Chesterfield in favor of said City, which shall indemnify said City and secure to said City the removal of the temporary building in a manner satisfactory to said City, in the event said Principal shall fail to remove same within thirty (30) days from the date of the completion of the development, and

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION, is such that if said Principal shall complete the removal of the temporary structure as required by the City of Chesterfield pursuant to the ordinances adopted by the City of Chesterfield and upon obtaining a letter to that effect from the City of Chesterfield, then this obligation shall be void, otherwise to remain in full force and effect.

PRINT NAME OF DEVELOPMENT

ATTEST:

By: _____
PRINCIPAL

SECRETARY

ADDRESS

PRINT NAME OF SURETY

APPROVED:

By: _____

ADDRESS

DEPARTMENT OF PLANNING
CITY OF CHESTERFIELD

CORPORATE EXECUTING OFFICIAL'S ACKNOWLEDGEMENT

STATE OF MISSOURI)

) SS

COUNTY OF ST. LOUIS)

On this _____ day of _____, A.D., 20____, before me appeared _____, to me personally known, who, being by me duly sworn, did say that he is the _____ of _____, a Missouri Corporation and that he executed the foregoing agreement pursuant to the authority given him by the Board of Directors of the aforesaid corporation, and that said agreement was signed and sealed by him in behalf of the aforesaid corporation by authority of its Board of Directors and said _____, as _____ of the said corporation, acknowledged said agreement to be the lawful, free act and deed of the said corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal, the day and year above written.

My commission expires _____

Notary Public

CORPORATE SECRETARY'S ACKNOWLEDGEMENT

STATE OF MISSOURI)

) SS

COUNTY OF ST. LOUIS)

On this _____ day of _____, A.D., 20____, before me appeared _____, to me personally known, who, being by me duly sworn, did say that he is the Secretary of _____, a Missouri Corporation and that _____, who executed the foregoing agreement as _____ of the aforesaid corporation is in fact the _____ of that Corporation and was authorized and directed by the Board of Directors of the aforesaid corporation to execute the foregoing agreement.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal, the day and year above written.

My commission expires _____

Notary Public

LLC EXECUTING OFFICIAL'S ACKNOWLEDGEMENT

STATE OF MISSOURI)
) SS
COUNTY OF ST. LOUIS)

On this _____ day of _____, 20____, before me appeared _____ (name) to me personally known, who, being by me duly sworn, did say that he/she is the _____ (title or Executing Official) of _____, a Missouri Limited Liability Corporation, and that he/she in fact has the authority to execute the foregoing agreement pursuant to the authority given him/her by the Limited Liability Corporation, and that said agreement was signed and sealed by him/her on behalf of the aforesaid L.L.C. by authority of its _____, (President or title of chief officer), _____ (name) as _____ (title of Executing Official) of said L.L.C. acknowledges said agreement to be the lawful, free act and deed of said L.L.C.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal, this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

INDIVIDUAL'S ACKNOWLEDGEMENT

STATE OF MISSOURI)

) SS

COUNTY OF ST. LOUIS)

On this _____ day of _____ 20____, personally appeared _____, a general partner of _____ to me known to be the person described in and who executed the foregoing instrument, and acknowledged that _____ executed the same as the free act and deed of said partnership.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in St. Louis County, Missouri, the day and year first above written.

My commission expires _____

Notary Public

TEMPORARY STRUCTURE REFUNDABLE DEPOSIT

KNOW ALL MEN BY THESE PRESENTS, that _____ is held and firmly bound unto City of Chesterfield, Missouri, in the sum of _____ deposit of which is well and truly made this date, and we bind ourselves, our heirs, executors, administrators, successor, assigns and representatives as set forth herein.

SIGNED, SEALED, AND DATED THIS _____ DAY OF _____, 20_____.

THE CONDITION OF THE FOREGOING OBLIGATION IS AS FOLLOWS:

WHEREAS, said Principal proposes to manage the improvement and development of a certain tract of land located in the City of Chesterfield, Missouri, and

WHEREAS, said Principal has filed with the City of Chesterfield, a plan proposing development of said tract described therein as _____, and

WHEREAS, by virtue of its responsibility to control land development and to enabling legislation of the State of Missouri, the City of Chesterfield has adopted an ordinance governing the use of land in the incorporated area of the City of Chesterfield, and

WHEREAS, in said ordinances, provision has been made whereby the Principal may utilize a temporary building or trailer for a construction office, field office, or storage of materials in connection with development of said tract and subsequent to filing a refundable deposit acceptable to the City of Chesterfield in favor of said City, which shall indemnify said City and secure to said City the removal of the temporary building in manner satisfactory to said City, in the event said Principal shall fail to remove same within thirty (30) days from the date of the completion of the development, and

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION, is such that if said Principal shall complete the removal of the temporary structure as required by the City of Chesterfield pursuant to the ordinances adopted by the City of Chesterfield and upon obtaining a letter to that effect from the City of Chesterfield, then this obligation shall be void and refundable deposit shall be returned to the Principal, other wise to remain in full force and effect.

PRINT NAME OF DEVELOPMENT

ATTEST:

PRINT NAME OF CORPORATION

SECRETARY

By: _____
PRESIDENT

ADDRESS

APPROVED:

DEPARTMENT OF PLANNING
CITY OF CHESTERFIELD

CORPORATE EXECUTING OFFICIAL'S ACKNOWLEDGEMENT

STATE OF MISSOURI)

) SS

COUNTY OF ST. LOUIS)

On this _____ day of _____, A.D., 20____, before me appeared _____, to me personally known, who, being by me duly sworn, did say that he is the _____ of _____, a Missouri Corporation and that he executed the foregoing agreement pursuant to the authority given him by the Board of Directors of the aforesaid corporation, and that said agreement was signed and sealed by him in behalf of the aforesaid corporation by authority of its Board of Directors and said _____, as _____ of the said corporation, acknowledged said agreement to be the lawful, free act and deed of the said corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal, the day and year above written.

My commission expires _____

Notary Public

CORPORATE SECRETARY'S ACKNOWLEDGEMENT

STATE OF MISSOURI)

) SS

COUNTY OF ST. LOUIS)

On this _____ day of _____, A.D., 20____, before me appeared _____, to me personally known, who, being by me duly sworn, did say that he is the Secretary of _____, a Missouri Corporation and that _____, who executed the foregoing agreement as _____ of the aforesaid corporation is in fact the _____ of that Corporation and was authorized and directed by the Board of Directors of the aforesaid corporation to execute the foregoing agreement.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal, the day and year above written.

My commission expires _____

Notary Public

LLC EXECUTING OFFICIAL'S ACKNOWLEDGEMENT

[illegible]

On this _____ day of _____, 20____, before me appeared _____ (name) to me personally known, who, being by me duly sworn, did say that he/she is the _____(title or Executing Official) of _____, a Missouri Limited Liability Corporation, and that he/she in fact has the authority to execute the foregoing agreement pursuant to the authority given him/her by the Limited Liability Corporation, and that said agreement was signed and sealed by him/her on behalf of the aforesaid L.L.C. by authority of its _____, (President or title of chief officer), _____ (name) as _____ (title of Executing Official) of said L.L.C. acknowledges said agreement to be the lawful, free act and deed of said L.L.C.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal, this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

INDIVIDUAL'S ACKNOWLEDGEMENT

STATE OF MISSOURI)

) SS

COUNTY OF ST. LOUIS)

On this _____ day of _____ 20_____, personally appeared _____, a general partner of _____ to me known to be the person described in and who executed the foregoing instrument, and acknowledged that _____ executed the same as the free act and deed of said partnership.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in St. Louis County, Missouri, the day and year first above written.

My commission expires _____

Notary Public



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.



City of Chesterfield

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.