



1 Paul Parks Drive

St. Clair, Missouri 63077

REZONING APPLICATION

Please read before completing. The City will not begin processing a rezoning application that is incomplete. The administrative officer must validate an application as complete before accepting fees. The City fee schedule, application checklists and information sheets explaining the application procedures and policies are available from the administrative officer. For complex applications, applicants should review the specific city code requirements and the detailed information on procedures found in the city Zoning Ordinance. Copies of the Zoning Ordinance may be obtained from the City Clerk or the Administrative Officer.

1. PROPERTY LOCATION (Street address, if applicable)

2. LEGAL DESCRIPTION: _____
3. PROPERTY IDENTIFICATION NUMBER FROM FRANKLIN COUNTY ASSESSOR'S MAP

4. PROPERTY FEE OWNER NAME: _____
COMPANY NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
5. APPLICANT / CONTACT PERSON'S NAME: _____
COMPANY: _____
ADDRESS: (Mailing) _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: (Home) _____ (Business) _____ (Fax) _____
6. BRIEF DESCRIPTION OF REQUEST (Attach separate sheet, if necessary):

7. SKETCH PLAN ATTACHED AS REQUIRED: _____

I hereby apply for the above consideration and declare that the information and material submitted with this application are complete and accurate per City Code and Ordinance requirements. I understand that the City will process the application once the administrative officer finds that it is complete. I understand and agree that the City may place a sign on my property for purposes of notification that an application is under consideration.

PLEASE NOTE: If Property Fee Owner is not on the application, the Applicant must provide written authorization by Property Fee Owner in order to make application.

PROPERTY FEE OWNER (S) SIGNATURE (S):

APPLICANT (S) SIGNATURE (S):

DATE:

REZONING APPLICATION PROCEDURES

The following procedures will be followed for applications requesting a change in zoning classification.

- ❑ Potential application contact administrative officer to discuss the change in zoning and receives the Rezoning Application forms.
- ❑ Applicant files application forms requesting a zoning change.
- ❑ When the application is determined to contain the required information and the \$150.00 filing fee has been paid to the City of Saint Clair, the administrative officer will declare the application to be complete and start the review process. The review process is to be completed in 90 days or less.
- ❑ Notice is published for the Board of Aldermen to hold a public hearing on the request. Hearing notice to be published at least 15 days prior to the hearing date.
- ❑ Planning and Zoning Commission reviews application and makes written findings with respect to the following matters:
 - (a) Relatedness of the proposed amendment to goals and outlines of the long range physical plan of the City of St. Clair, Missouri.
 - (b) Existing uses of property within the general area of the property in question.
 - (c) The zoning classification of property within the general area of the property in question.
 - (d) The suitability of the property in question to the uses permitted under the existing zoning classification.
 - (e) The trend of development, if any, in the general area of the property in question, including changes, if any, which have taken place in its present zoning classification.
- ❑ The Board of Aldermen hold a public hearing on applicant's request and with due allowance for existing conditions, the conservation of property values, the direction of building development to the best advantage of the entire community, and the uses to which property is devoted at the time of the adoption of such a request will approve or deny the request. The Board will make a decision within 90 days of the completed application being filed.

*REZONING APPLICATION
SKETCH PLAN CHECKLIST*

The required site sketch shall include the following information.

- Sketch Plan Title.
- Property boundary map drawn to scale showing adjoining property owner's names. Scale shall not be less than 1 inch to 100 feet.
- All existing buildings and improvements on subject property and buildings or structures within 100 feet of subject property lines.
- North arrow and scale.
- Location of existing utility easement such as: water, sanitary sewers, storm water or storm sewers, natural gas, electric, including provisions for access on and within 100 feet of the subject property.
- Location of existing water mains and fire hydrants, sewer mains, storm water drainage areas, electric lines, natural gas line on and within 100 feet of the subject property.
- Other easements, existing and proposed.
- All existing and proposed street right-of-way and entrances to property.
- Any tree masses or individual trees which have a caliper (diameter) of twelve (12) inches or greater.
- Drawing needs to be signed by the petitioner and dated.

These are the minimum submittal requirements needed for review. Failure to provide all information requested, will result in application being returned to applicant for completion.