



City of Warrenton

200 West Booneslick

Warrenton, MO 63383

Phone: 636-456-3535 Fax: 636-456-1336

www.warrenton-mo.org

**Application for Zoning Change Request**

Chapter 405

Date: \_\_\_\_\_

Project # ZC: \_\_\_\_\_

**Applicant Information**

**Owner Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Site Information**

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

Proposed Use: \_\_\_\_\_

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

Prior Use: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

**REQUIRED DOCUMENTATION**

This application is required by City Zoning Regulation Chapter 405 ZONING REGULATIONS and is not considered accepted until all require documentation is submitted and required fees paid. The "Zoning Process Check List" is provided to serve as a guide.

*We, the undersigned, do respectfully request that the property herein described be rezoned per this application.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Applicant Name

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**CITY STAFF USE ONLY**

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

## **ZONING CHANGE APPROVAL PROCESS - 405**

*This information is to be used as a guide and is not intended to amend or supersede any corresponding City, State, or Federal Ordinances/Laws. Additional information may be required by the City to properly process the applicant's request.*

**May be submitted by any individual, corporation, or agency, Planning & Zoning Commission, Board of Aldermen, or any department or agency of the City.**

Applications received by the first day of month will appear on Planning & Zoning meeting agenda for the following month in order to meet the public hearing requirements. Due to the required time frame for public hearing requirements, **zoning change requests** approved at P&Z meetings may appear on the Board of Aldermen meeting on the third Tuesday of the following month if all required revisions/documentation is received by the deadline for that meeting. *The City reserves the right to table any application due to need for additional research time. Failure to provide all documentation could cause application to be deemed by City staff as "not received".*

**The following steps are required in the approval process:**

**1. Applicant submission of completed application and required documentation and fees.**

**Filing fee \$125**

**Plan Review fee \$100**

**Publication Deposit \$300 (balance refunded or collected when process completed)**

Three full size (11"X 17" minimum) drawings required with application.

Names and addresses of legal owners of adjacent properties within 300 feet of proposed site required with application-"public hearing" notifications will be completed by City.

**2. Application processing**

Application reviewed by City staff for completeness. Applicant will be notified of any additional requirements.

Applicant must provide 3 copies of drawings (11"X 17" minimum size) along with any additional documentation required.

**3. Planning & Zoning Commission Meeting-1<sup>st</sup> Thursday of month**

7:00 p.m. at City Hall chambers

It is strongly recommended that applicant or representative is present at meeting.

**4. Planning & Zoning results**

Applicant will receive formal written notice of P&Z outcome.

Any revisions or additional information required must be received by the specified deadline in order for the application to be included on the Board of Aldermen agenda.

Applicant must provide 3 copies of drawings (11"X 17" minimum size) reflecting any required revisions by the specified deadline for the Board of Aldermen meeting.

**5. Board of Aldermen Meeting – 3<sup>rd</sup> Tuesday of Month**

6:00 p.m. at City Hall chambers

It is strongly recommended that applicant or representative is present at meeting. Ordinance may appear on the agenda for approval at the same meeting

**Zoning Change Checklist**

(Section 405)

**Project Name:** \_\_\_\_\_ **Project Number:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

Filing Fees: \$125

Plan Review Fee: \$100

Publication Deposit: \$300

**The following must be submitted in order for your application to be accepted:**

<b>Needed</b>	<b>Received</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description of proposed site
<input type="checkbox"/>	<input type="checkbox"/>	Location of Site (address)
<input type="checkbox"/>	<input type="checkbox"/>	Plat Map
<input type="checkbox"/>	<input type="checkbox"/>	Parcel Number
<input type="checkbox"/>	<input type="checkbox"/>	List of Names and addresses of adjacent property owners within 300 feet of property to be re-zoned
<input type="checkbox"/>	<input type="checkbox"/>	Present Use of Property
<input type="checkbox"/>	<input type="checkbox"/>	Other: