



**Conditional Use Permit Application**

(Section 405.340)

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

Project: CUP-\_\_

**Applicant Information**

**Owner Information**

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

\_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**Site Information:**

Address \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

**Required Documentation**

This application is required by City Zoning Regulation Section 405.340 CONDITIONAL USE and is not considered accepted until a "Site Plan" and all required documentation is submitted and required fees paid.

The " Conditional Use Checklist" is provided to serve as a guide.

\*Applicant Signature: \_\_\_\_\_

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

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

\*Person with a financial, contractual, or proprietary interest

**FOR CITY USE ONLY**

Application accepted by: \_\_\_\_\_

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

## **CONDITIONAL USE APPROVAL PROCESS - 405.340**

*This information will 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 process the applicant's request properly.*

**Conditional Use application must be accompanied by a site plan which meets the requirements of Section 405.390. A separate site plan approval process will be required as part of the conditional use permit. Site plan fees and deposits will be required.** Application may be filed by any person with a financial, contractual, or proprietary interest in the property to be developed.

Applications received by the first day of the month may appear on Planning & Zoning meeting agenda for the following month in order to meet the public hearing requirements. Completed applications will be added to the agenda(s) in the order they are received. **Conditional Use 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 the need for additional research time. Failure to provide all documentation could cause the application to be deemed by City staff as "not received."*

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

**1. Applicant submission of completed conditional use application, site plan application, and required documentation and fees.**

**Filing fee \$125.**

**Publication Deposit \$200 (balance refunded or collected when the process is completed)**

Three original full-size (11" X 17" minimum size) drawings are required with the application. Names and addresses of legal owners of adjacent properties within 300 feet of the proposed site required with application "public hearing" notifications will be completed by the City.

**2. Application processing**

Conditional use/Site plan submitted to City &/or Engineering firm for review. Applicants will be notified of additional requirements with a copy of plan review findings. Applicants must provide (3) copies of drawings (11" X 17" minimum size) reflecting any required revisions along with any additional documentation required.

**3. Planning & Zoning Commission Meeting**

1<sup>st</sup> Thursday of the month, 6:00 p.m. at City of Warrenton Annex Building. It is strongly recommended that an applicant or representative is present at the meeting.

**4. Planning & Zoning results**

The applicant will receive formal written notice of the 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 the Month, 6:00 p.m. at City of Warrenton Annex Building. It is strongly recommended that an applicant or representative is present at the meeting. The ordinance may appear on the agenda for approval at the same meeting.

**Conditional Use Checklist**

405.340

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

Project #: CUP \_\_\_\_\_

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

**Filing fees: \$125      Publication Deposit: \$200**

Separate site plan application fees and deposits will be required.

**The following are required as part of the application, where applicable:**

<b>Needed</b>	<b>Received</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description of Property
<input type="checkbox"/>	<input type="checkbox"/>	Location of site
<input type="checkbox"/>	<input type="checkbox"/>	Current zoning classification (Verify any overlay districts on the parcel)
<input type="checkbox"/>	<input type="checkbox"/>	The present use of property
<input type="checkbox"/>	<input type="checkbox"/>	Proposed conditional use of the property (as specified in the code book)
<input type="checkbox"/>	<input type="checkbox"/>	Statement as to why proposed use complies with applicable standards in Section 405.340(G)
<input type="checkbox"/>	<input type="checkbox"/>	A statement identifying potentially adverse effects and how the proposed conditional use will be designed, arranged, and operated in order to ensure it will not cause harm to the community and that the value, use, and reasonable enjoyment of property in the vicinity will not be adversely affected.
<input type="checkbox"/>	<input type="checkbox"/>	Site plan in accordance with the requirements in Section 405.390
<input type="checkbox"/>	<input type="checkbox"/>	Proposed ingress and egress to the site, including adjacent streets
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Missouri Department of Transportation approval letter for entrances/streets/roadways
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary plan for sanitation and drainage facilities
<input type="checkbox"/>	<input type="checkbox"/>	Any additional information as may be required in accordance with the zoning district in which the conditional use is proposed to be located or as the Commission may request.
<input type="checkbox"/>	<input type="checkbox"/>	Names/Addresses of adjacent property owners within 300 feet of the property
<input type="checkbox"/>	<input type="checkbox"/>	Documentation reflecting contact with *Warrenton Fire Protection District 606 Fairgrounds Road Warrenton, MO 63383 Contact: Scott Deternann - Fire Marshal Office #: 636-456-8935 <a href="mailto:wfpd1400@warrentonfire.org">wfpd1400@warrentonfire.org</a>