



PLANNING AND ZONING APPLICATION

APPLICATION SUBMITTAL REQUIREMENTS

The following shall be submitted at least 35 days before the scheduled meeting date of the Planning and Zoning Commission. The meetings are held the first Thursday of each month. Submittals lacking any one of the submittal requirements will be considered incomplete and will not be accepted.

Submittal Requirements	Format	Details
Application	PDF ^[1]	Completed applications are required 35 days in advance of the meeting date. The meetings are held the 1st Thursday of each month.
Plans	PDF ^[1]	
Certified list of adjacent property owners ^[3]	PDF ^[1]	List may be obtained from the St. Charles County Assessor's Office and shall include a list of property owner names and addresses within 300 feet (residential applications) or 1,000 feet (nonresidential applications) of the subject property.
Mailing Labels ^[3]	Hard Copy	The mailing labels should include all property owners on the certified list. List shall be placed on letter-size mailing labels and submitted with original certified list.
Application Fee ^[3]	Check or Online ^[2]	Refer to fee schedule on page 3.
Mailing Fee ^[3]	Check or Online ^[2]	The fee is \$5 plus \$0.62 per letter.
Advertising Fee ^[3]	Check or Online ^[2]	The fee is \$400. Once the advertisements have been placed, the applicant will be notified regarding any balance due or refund owed. There will be no refund of overpayments that are less than \$3.00.

Notes

[1] Email PDFs to bcueller@lakesaintlouis.com.

[2] Pay online at with [Official Payments](#). Email confirmation to bcueller@lakesaintlouis.com.

[3] Not required for conceptual review.



PLANNING AND ZONING APPLICATION

Updated June 25, 2020

Application is hereby made to the Planning and Zoning Commission of the City of Lake Saint Louis to approve the following request as described below.

Applicant

Name	
Address	
Email	
Phone Number	
Interest in Property	

Property Owner

Name	
Address	
Email	
Phone Number	
Name, address, and title of all officers, partners, or control persons who have any interest in the application	

Property Information

Property Address or General Location	
Legal Description	
Size	
Zoning	
Deed Restrictions. Attach a copy if applicable.	



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Requested Action

<i>Application Type</i>	<i>Fee</i>	
Subdivisions		
Preliminary Subdivision Plat - Resubdivision	\$200	
Preliminary Subdivision Plat - Residential	\$250.00 + \$25.00 per lot	
Preliminary Subdivision Plat - Nonresidential	\$75.00 per sheet + \$10.00 per acre	
Final Subdivision Plat	\$250.00 + \$25.00/lot	
Development Plans		
Preliminary Development Plan - Residential	\$250.00 + \$25.00 per lot	
Preliminary Development Plan - Nonresidential	\$75.00 per sheet + \$10.00 per acre	
Other		
Site Plan Review	\$100	
Special Use Permit	\$100	
Zoning Amendment	\$200	
Conceptual Review	No Fee	

Description of Proposed Project

I, _____, hereby certify that the information given above is true and accurate and that I have reviewed the applicable land development regulations.

Name of Owner/Agent

Signature of Owner/Agent

Date



REAL ESTATE OWNER AFFIDAVIT

I, _____, am the owner or authorized agent of the owner of the parcel, which is the subject matter of the above application, and swears upon my oath that:

1. All taxes, fees and assessments, due and assessed by the City of Lake Saint Louis, have been paid with regard to the parcel, which is the subject matter of this application.
2. All taxes, fees and assessments, due and assessed by the City of Lake Saint Louis, have been paid with regard to all parcels in the City of Lake Saint Louis, owned by the same owner of the parcel of land which is the subject matter of this application.
3. All taxes, fees and assessments, due and assessed by the City of Lake Saint Louis, have been paid with regard to all parcels of land owned by the control entities of the owner of the parcels which are the subject matter of this application.
4. All taxes and fees due and assessed by the City of Lake Saint Louis have been paid with regard to all parcels in the City of Lake Saint Louis owned by affiliates of the owner of the parcels which are the subject matter of this application, including those entities which are controlled by owner.

Name of Owner/Agent	Signature of Owner/Agent	Date
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Owner

STATE OF MISSOURI)
)
COUNTY OF ST. CHARLES)

On this _____ day of _____, 20__, before me, a notary public in and for the State of Missouri, personally appeared _____, known to me to be the person who executed the within Real Estate Owner Affidavit and acknowledged to me that he/she executed the same for the purpose stated therein and as his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my seal this _____ day of _____, 20__, in the County of St. Charles, State of Missouri.

Notary Public

My Commission Expires: _____

Authorized Agent

STATE OF MISSOURI)
)
COUNTY OF ST. CHARLES)

On this _____ day of _____, 20__, before me, a notary public in and for the State of Missouri, personally appeared _____, who stated that he/she is the _____ of _____
Position Corporation, Partnership, Association, etc.

and that he/she has been authorized to make this application, and is further known to me to be the person who executed the within Real Estate Owner Affidavit and acknowledged to me that he/she executed the same for the purpose stated therein and as his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my seal this _____ day of _____, 20__, in the County of St. Charles, State of Missouri.

Notary Public

My Commission Expires: _____