

**APPLICATION FOR SPECIAL USE PERMIT,
SITE PLAN REVIEW, SUBDIVISION DEVELOPMENT
PLAN REVIEW, OR ZONING AMENDMENT**

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's Name: _____

Applicant's Address: _____

Applicant's Email Address: _____

Applicant's Phone # _____ Fax No. _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Email Address: _____

Property Owner's Phone # _____ Fax No. _____

Legal Description of Property (legal description may be attached):

Requested Action: _____ Subdivision – Preliminary Plat, Final Plat
 _____ Site Plan Review
 _____ Special Use Permit
 _____ Preliminary Development Plan
 _____ Zoning Amendment

General Location of Property: _____

Size of Tract: _____

Zoning of Tract: _____

Applicant's Interest in Property: _____
(Owner, Agent, Lease Option, Etc.)

Purpose of Request: _____

Name, address, and title of all officers, partners, or control persons who have any interest in the application:

Description of Proposed Project: _____

Is there any deed restrictions on this property? _____

If so, please attach a copy of the property deed restrictions.

PLEASE NOTE: As specified in Section 405.320, paragraph C. of the Municipal Code, “*No site plan approval shall be valid for a period longer than twenty-four (24) months from the date of approval of the site plan application, unless within such period a building permit is obtained and construction is commenced.*”

For further information related to validity and extensions, please see the full text of the Code, available on line at www.lakesaintlouis.com or by request to the Community Development Department.

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

Signature of Owner or Agent

Date

PLEASE SUBMIT THE FOLLOWING ALONG WITH THE COMPLETED APPLICATION:

[NOTE: COMPLETED APPLICATIONS ARE REQUIRED 35 DAYS IN ADVANCE OF THE MEETING DATE. APPLICATIONS LACKING ANY ONE OF THE FOLLOWING ITEMS ON DEADLINE SUBMITTAL DATE WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE PLACED ON THE AGENDA.]

- Review Fee
- Four (4) full size (24" by 36") plan sets **FOLDED** to 8½" by 11".
- Vicinity map placed on plans.
- One (1) consolidated PDF of the plan via flash drive or email. Do not exceed 20 MB if emailing.
- **RESIDENTIAL ZONING:** CERTIFIED list from the St. Charles County Assessor's Office of property owners' names and addresses within **300 feet** of the property. List to be placed on letter-size mailing labels and submitted with original certified list.
- **COMMERCIAL ZONING:** CERTIFIED list from the St. Charles County Assessor's Office of property owners' names and addresses within **1,000 feet** of the property. List to be placed on letter-size mailing labels and submitted with original certified list.
- Mail-out Fee of letters to property owners.
- Cost of advertising in Newstime and St. Charles County Business Record.

Please note, the applicant or his representative is expected to be in attendance and make a presentation during the Public Hearing portion of the P&Z meeting. The meetings are held the 1st Thursday of each month.

PLANNING AND ZONING FEES

SUBDIVISION PLATTING FEE – RESIDENTIAL {Preliminary Development Plan} LOT/UNIT	\$250.00 + \$25.00 PER
SUBDIVISION PLATTING FEE – COMMERCIAL AND INDUSTRIAL {Preliminary Development Plan}	\$75.00 PER SHEET + \$10.00 PER ACRE
SITE PLAN REVIEW FEE	\$100.00
SPECIAL USE PERMIT	\$100.00
ZONING/REZONING REVIEW FEE	\$200.00
MAIL-OUT LETTER FEE	\$0.79 per letter + \$5.00 (one-time charge for letter)
AD FEE (St. Charles County Business Record and Newstime) <i>*This cost is an estimate. Once the ads have been placed, you will be notified regarding the difference.</i>	*\$300.00

PLEASE NOTE THE APPLICATION FEE IS DUE AT TIME OF APPLICATION SUBMITTAL.

Lake Saint Louis City ordinances state no application may be approved if the applicant, its entities or affiliates are in arrears as to payment of taxes or fees. (SECTION 135.260: TAXES MUST BE PAID PRIOR TO THE ISSUANCE OF ANY PERMIT, LICENSE OR FORMAL APPROVAL)

TO BE COMPLETED BY CITY STAFF

Filing Fee Amount: _____ Mailing Fee Amount: _____
Date Fees Paid: _____

REAL ESTATE OWNER AFFIDAVIT

I, _____, am the owner or
(Owner or Agent)

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.

Signature of Owner (if individual) or
Signature of Authorized Agent of Applicant

