

CITY OF ST. ROBERT LAND USE PERMIT APPLICATION

PART I: APPLICANT INFORMATION

Owner(s) (print)	Date	Project Engineer (print)	Date
Address		Address	
Business Phone	Cell Phone	Business Phone	Cell Phone
Agent/Applicant (print)	Date	Project Architect (print)	Date
Address		Address	
Business Phone	Cell Phone	Business Phone	Cell Phone

We/I the undersigned hereby make application to the City of St. Robert for approval of this land use permit application for the proposed project to be known as _____ which is located within the corporate city limits of the City of St. Robert, Missouri. The undersigned agrees that all proposed development activities including; land disturbance, flood protection, stormwater and erosion control and infrastructure improvement shall be in accordance with the requirements set forth in the Land Development and Infrastructure Development Regulations of the City of St. Robert and with all other applicable city ordinances, federal programs, and the laws and regulations of the State of Missouri.

Owner(s) Signature: _____ Date: _____
 Applicant Signature: _____ Date: _____

Note to Applicant: Incomplete applications will be rejected and returned to the applicant for completion. (*Application fees are non-refundable)

PART II: SITE DATA

Location: _____ 1/4 of the _____ 1/4; Section _____; Township _____; Range _____
 Owner(s) of Record: _____ Book & Page Number: _____
 Tax parcel ID number: _____ Date property Acquired: _____
 Gross Parcel Area: _____ Acre(s) Current Zoning Classification: _____
 Property Located within a Designated Floodplain? (YES) (NO) Property Located within a Designated Floodway? (YES) (NO)
 FIRM Panel Number: _____ FIRM Map Date: _____ Flood Zone: _____

PART II: LAND USE SUMMARY

- A. Specify the proposed land use(s): _____.
- B. Specify the type of permit being sought by the applicant. (circle one) (Zoning Permit) (Conditional Use Permit)
- C. List the gross area of the site **before** proposed development activities commence. _____ Acres.
- D. List the net area of the site **after** proposed development activities are complete. _____ Acres.
- E. List the gross design floor area(s). _____ Square feet. List the design building height. _____ Feet.
- F. List the gross parking area. _____ Square feet. List the total number of parking spaces. _____
- G. List the building setback distances: Front yard _____ feet, Side yard _____ feet, Rear yard _____ feet.
- H. What is the anticipated "Average Daily Traffic Volume" projected for this development? _____ ADTV
- I. Will any "Cross-Access Agreements" between adjoining property owners be required? (circle one) (YES) (NO)
- J. Does the current zoning classification support the proposed subdivision? (circle one) (YES) (NO)
- K. Has a change of rezoning district been approved for this proposed land use? (circle one) (YES) (NO)
- L. If yes, when was the change of zoning district approved? _____ Ordinance number? _____
- M. Have any variances been granted for this proposed development? (circle one) (YES) (NO)
- N. If yes, when was the variance granted? _____ Purpose of variance? _____
- O. Will there be any adverse effects buy this use on adjacent properties or the community(circle one)? (YES) (NO)
- P. Provide a written detailed summary of the proposed use that is intended. (Provide on separate sheet of paper)

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REVIEW & APPROVAL PROCESS

A. ZONING PERMIT (10 days): (Chapter 404, Chapter 406)

Step 1: Conduct pre-development meeting.

Step 2: Land Use Administrator Review and Approval:

- Submit completed zoning permit application with:
 - (a) Filing fee, and
 - (b) A written narrative describing the proposed development, and
 - (c) Two (2) signed 24" x 36" paper copies of the design site plans prepared by a registered engineer, and
 - (d) One (1) copy of the project SWPPP and MODNR issued Land Disturbance Permit, and
 - (e) One (1) copy of additional project documents as deemed necessary for the site, and
 - (f) Electronic files and shape file data referenced to NAD83, Missouri Central State-plane coordinate system.
- The Land Use Administrator will review and approve the zoning permit if the proposed development is in compliance with all regulatory guidelines of the City of St. Robert.

B. CONDITIONAL USE PERMIT (30 days): (Chapter 404, Chapter 406)

Step 1: Conduct pre-development meeting. (Existing buildings require building official input)

Step 2: Land Use Administrator Review:

- Submit completed zoning permit application with:
 - (a) Filing fee, and
 - (b) Listing of all adjacent/adjoining property owners within 180-feet of the proposed development site, and
 - (c) A written narrative describing the proposed development or use, and
 - (d) A survey plat or site plan showing parking areas and loading areas in relation to building footprint, and
 - (e) Copies of all project plans and supporting documents as deemed necessary for the site, and
 - (f) Electronic files and shape file data referenced to NAD83, Missouri Central State-plane coordinate system.
- The Land Use Administrator will review the proposed conditional use application for compliance and prepare a staff review of the proposed use. If the proposed conditional use is in compliance with all regulatory guidelines of the City of St. Robert the application will be scheduled for consideration by the Planning and Zoning Commission and all adjacent property owners will be notified of the public hearing date.

Step 3: Planning and Zoning Commission Consideration.

- The Commission will conduct an "Open Public Hearing" on the applicants request and hear any public comment on the proposed conditional use.
- The Commission will hear commentary from the applicant or the designated representative of the applicant.
- The Commission will make findings and a recommendation on the application to the City Council as follows:
 - (a) Recommend approval without any additional reasonable conditional requirements being required, or
 - (b) Recommend approval with additional reasonable conditional requirements being specified, or
 - (c) Recommend disapproval, or
 - (d) Table the application for further information or review.
- The Land Use Administrator will generate a report on the Commission's findings and recommendation(s) for forwarding to the City Council.

Step 4: City Council Decision.

- The Council will hear commentary from the general public and the applicant or the designated representative of the applicant.
- The Council will make a final decision on the Commission's report by:
 - (a) Accepting the findings and recommendation of the Planning & Zoning Commission, or
 - (b) Overriding and amending the recommendation of the Commission by 2/3 vote, or
 - (c) Table the application for further information or review.

NOTE: A Certificate Of Occupancy" shall **not** be issued, nor will any building or structure be legally occupied until all development requirements set forth in the St. Robert Land Development Regulations are complied with as part of the approval of this application.