



**CHANGE OF ZONING DISTRICT
APPLICATION CHECKLIST**

**Building & Land Use Department
194 Eastlawn Avenue, Suite A
St. Robert, Missouri 65584
(573) 451-2000, ext 1120**



This checklist is provided to assist the applicant in completing the application for a “Change of Zoning District” classification for real property within the City of St. Robert. All applications must be filed with the Building & Land Use Department Permit Clerk by the application deadline established by the Planning and Zoning Commission. Completed applications will be processed for the next regularly scheduled Commission meeting, and incomplete applications will be rejected and returned to the applicant and not placed on the Commission agenda. Using the checklist as a guide to submitting a completed application will ensure the applicant’s request is processed and scheduled in a timely manner without delay.

APPLICATION FORM:

- | Yes | No | |
|-------------------------------------|-------|--|
| <input checked="" type="checkbox"/> | _____ | Has the current zoning district designation been provided? |
| <input checked="" type="checkbox"/> | _____ | Has the proposed zoning district designation been provided? |
| <input checked="" type="checkbox"/> | _____ | Has the metes and bounds description been provided? |
| <input checked="" type="checkbox"/> | _____ | Has the current property owners information been completed? |
| <input checked="" type="checkbox"/> | _____ | Has the current property owners signed the application? |
| <input checked="" type="checkbox"/> | _____ | If needed, has the authorized representative information been completed? |
| <input checked="" type="checkbox"/> | _____ | If needed, has the authorized representative signed the application? |

APPLICATION FEE:

- _____ Has the application fee been submitted with the application?

ADJOINING PROPERTY OWNERS LIST:

- _____ Has the adjoining property owners list been completed?

SUMMARY OF DEVELOPMENT:

- _____ Has the “Summary of Development” been completed?

Land Development & Infrastructure Regulations can be reviewed on the City web site at www.saintrobert.com by locating the “Building and Land Dept.” link on the left margin of the main web page.