



5490 Fifth Street, Cottleville, MO 63304

Department of Development and Engineering Services

Phone: (636) 498-6565 Fax: (636) 498-6575

CONDITIONAL USE APPLICATION

Application No.: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Filed: \_\_\_\_\_

OWNERSHIP INFORMATION:

Property Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

APPLICANT INFORMATION:

Name of Applicant(s): \_\_\_\_\_

Applicant(s) Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

LOCATION OF PROJECT:

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

Tax Parcel Number(s): \_\_\_\_\_

Current Land Use: \_\_\_\_\_ Size of Parcel (Sq.Ft. or Acres): \_\_\_\_\_

Legal Description of Property (other than address): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ZONING INFORMATION:

Existing Zoning: \_\_\_\_\_ Proposed Use Category: \_\_\_\_\_

## CONDITIONAL USE APPLICATION

### REQUIRED DOCUMENTATION:

- Application Fee (See Development Fee Schedule). Please make a check payable to the City of Cottleville. *If the expenses exceed the amount of deposit, the applicant shall be obligated for payment of all such additional charges.*
- 2 folded copies of a scaled map of the property, correlated with the legal description and clearly showing the location of the property.
  - **IN ADDITION TO HARD COPIES, AN ELECTRONIC COPY OF ALL PLAN(S) ARE ALSO NEEDED.**
- A printed and electronic text formatted legal description of the property.
- A printed and electronic text formatted list of adjacent property owners (within 185 feet) and their addresses must be provided.
- The applicant is required to appear before the Commission.

### ADDITIONAL INFORMATION:

The decision to recommend approval or denial of the proposed conditional use shall be based on the following criteria:

- A. The use advances the goals, objectives, and policies of the City's Comprehensive Plan.
- B. In consideration of requests for any conditional use permits, the Planning and Zoning Commission/ Board of Aldermen shall require such conditions of use as it deems necessary to protect the best interests of the City and the surrounding property and to achieve the objectives of the zoning ordinance.
- C. The use at the specified location will contribute to and promote the welfare and convenience of the public.
- D. The use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located.
- E. The use shall not dominate the immediate neighborhood. In determining whether the conditional use will so dominate the immediate neighborhood, consideration shall be given to:
  - 1. The location, nature and height of buildings, structures, walls and fences on the site and...
  - 2. The nature and extent of proposed landscaping and screening on the site.
- F. The use can be developed and operated in a manner that is both visually compatible with the permitted uses in the surrounding area and protects or enhances the public view.
  - 1. The use of landscaping, fencing, setbacks or other design features will help mitigate the visual impact of the proposed conditional use.



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- G. Off-street parking and loading areas shall be provided in accordance with the standards set forth in the zoning ordinance.
- H. Adequate access roads or entrance and exit drives must be provided. (Minimum 25' for 2-way and 14' for 1-way traffic.)
- I. Adequate utility, drainage and other such necessary facilities must be provided.
- J. A time limitation may be required.

### APPLICATION AGREEMENT:

By affixing signatures to this application form, the Applicant and Owner hereby verify that: they have reviewed the applicable zoning regulations; they are familiar with the specific requirements relative to this application; and they take full responsibility for this application.

The Applicant/Owner further agrees to allow the City of Cottleville to enter onto the subject property to install a sign informing of any Public Hearing that may take place with respect to the application and further agree to allow the agents of the City of Cottleville to enter onto the subject property to inspect the land and buildings.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand this application, including any plans submitted, is public information. I authorize reproduction of any plans/reports for purposes of application processing and reporting.

Applicant's Signature	Print Name	Date

This application is made with my full knowledge and consent.

Owner's Signature	Print Name	Date



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## FINDINGS OF FACT (For City Use Only):

### CONSISTENCY

- Advances the goals, objectives, and policies of the City’s Comprehensive Plan.\_\_\_\_\_
- Advances the purpose and intent of the underlying zoning district.\_\_\_\_\_
- Meets the requirements contained in the Zoning Code for the specific use.\_\_\_\_\_

### OPERATIONAL IMPACTS

- Noise\_\_\_\_\_
- Odor\_\_\_\_\_
- Traffic\_\_\_\_\_
- Operational Schedule\_\_\_\_\_

### VISUAL IMPACTS

- Visually compatible with the permitted uses in the surrounding area and protects or enhances the public view.\_\_\_\_\_
- Density\_\_\_\_\_
- Scale\_\_\_\_\_
- Screening/Buffers\_\_\_\_\_

### GENERAL WELFARE

- Essential, convenient, or desirable to preserve and promote the public health, safety, and general welfare.\_\_\_\_\_

### INFRASTRUCTURE

- Access\_\_\_\_\_
- Parking and Loading\_\_\_\_\_
- Emergency Services\_\_\_\_\_
- Utilities\_\_\_\_\_
- Drainage\_\_\_\_\_

\_\_\_\_\_  
Planning & Zoning Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Aldermen Signature

\_\_\_\_\_  
Date