



PETITIONER INFORMATION <input type="checkbox"/> CHECK IF POINT OF CONTACT FOR APPLICATION	PETITIONER REPRESENTATIVE <input type="checkbox"/> CHECK IF POINT OF CONTACT FOR APPLICATION
Petitioner's Name (Please list if more than one)	Representative's Name and Company
Address	Address
City, State, Zip	City, State, Zip
Telephone	Telephone
Email	Email

SUBJECT PROPERTY INFORMATION	
Owner of Record	
Address of Petitioned Parcel	
Locator/Parcel Number(s)	
Area in Acres	
Current Zoning District (including floodplain zoning)	
Current Use	
REQUESTED CHANGE	
Proposed Zoning District (including floodplain zoning)/ Special Procedure	
Full Description of Proposed Use(s) (attach additional documents as necessary)	

A meeting with Deputy Director, Mel Wilson, is strongly encouraged before a petitioner submits their application. Contact Mel at MelWilson@stlouiscountymo.gov or 314-615-2520.

1. The petitioner must provide the following in **DUPLICATE** as part of this change of zoning request:
 - a. Petition applications, each with original signatures.

- b. Legal description of entire parcel or tract of land for which change of zoning is petitioned giving bearings and distances (metes and bounds). Description to be provided to the in Word .doc format and sent to Planning Technician Evelyn Bush at ebush@stlouiscountymo.gov. If the tract is part of a larger Planned District, provide a legal description for the overall Planned District that does not include the presently petitioned tract.
 - c. A survey of property described in “b” above, signed and sealed by a registered engineer or land surveyor and shall be drawn to a scale of 50 feet or less to the inch and referenced to point easily located on the ground. It shall show the dimensions (bearings and distances) of property, north arrow, and scale.
2. The petitioner must provide two (2) copies of a preliminary development plan that includes the following:
 - a. Preliminary site plans drawn to scale of 50 feet or less to the inch.
 - b. Show north arrow, scale and location map.
 - c. Show/label existing and proposed uses and structures with dimensions of the building(s) and distances from all property lines. Label existing structures and tree masses that are to be retained and/or removed.
 - d. Existing and proposed contours at intervals of five feet or less referred to Mean Sea Level datum
 - e. Location of all existing tree masses and isolated trees having a trunk diameter of 6” or more
 - f. Two cross section profiles through the site showing preliminary building form, existing natural grade and proposed final grade.
 - g. Proposed ingress and egress to the site including adjacent streets.
 - h. A preliminary plan for provision of sanitation, drainage facilities and stormwater quality control measures.
 - i. Show parking spaces (striped and dimensions) and include parking calculation tables.
 - j. Show all required and proposed landscaping on plan with landscape legend and numbers.
 - k. Show all proposed lighting standards, including height.
 - l. Natural resource inventory including wetlands, streams, floodplain, karsted areas, ponds and vegetated cover.
 - m. Submit preliminary Architectural Elevations on a separate sheet.
 - n. Plans must be *signed and sealed* by a registered design professional.
 - o. Plans for a P.E.U. shall have the information required in a sketch plan in accord with Section 1005.050 of the County Subdivision Ordinance
 - p. Send 2 folded full size hard copies of the development plan to the Department of Planning and an *electronic copy* to Planning Technician Evelyn Bush at ebush@stlouiscountymo.gov.
3. Filing fees- checks should be made out to the St. Louis County Department of Planning:
 - a. Change of zoning: \$1,500
 - b. C.U.P., S.B.P., L.P.A.: \$1,500
 - c. C-8, M-3, MXD: \$2,000
 - d. P.E.U., C.I.D.D.: \$1,500
4. Attach Proof of Ownership acceptable to the Land Use Manager for each property owner signing the application, such as:
 - a. Assessor’s record
 - b. Warranty deed or deed of trust
 - c. Title policy or commitment dated no earlier than 60 days prior to the application date
 If other than owner in fee simple, give start and end date of contract.
5. The petitioner(s) further state(s) they will comply with all the requirements of St. Louis County. WHEREFORE, the petitioner(s) requests for an Ordinance of this County Council changing the

zoning of the above described property from the present zoning District to the District heretofore requested.

- 6. The petitioner(s) further represent(s) and warrants that they have not made any arrangement to pay any commission, gratuity or consideration, directly or indirectly, to any official, employee or appointee of St. Louis County with respect to this application.
- 7. I (we) hereby certify that (check one):
 - I (we) have a legal interest in the subject site
 - I am the duly appointed agent of the petitioner(s)
- 8. I (we) hereby certify that all information given in this document is true and a statement of fact, as required by Section 1003.300.3(2) Procedure for Amending the Zoning Ordinance of the St. Louis County Zoning Ordinance. Furthermore, I (we) certify that the information in this document and shown on the attached preliminary development plan fully describes my (our) complete request.

SIGNATURE:

(Please type or print name under signature):

Subscribed and sworn before me this _____ day of _____, 20_____

SEAL:

(SIGNED): _____

(NOTARY PUBLIC)

Notary Public: _____ State of Missouri

My Commission Expires: _____

9. Parties of Interest (fill in as applicable)

Project Engineer: _____

E-mail: _____ Phone: _____

Developer/Builder: _____

E-mail: _____ Phone: _____