



PLANNING & ZONING COMMISSION

2023 MEETING DATES AND DEADLINES

<i>MEETING DATE</i>	<i>APPLICATION DEADLINE</i>
JANUARY 30, 2023	DECEMBER 26, 2022
FEBRUARY 27, 2023	JANUARY 30, 2023
MARCH 27, 2023	FEBRUARY 27, 2023
APRIL 24, 2023	MARCH 27, 2023
MAY 22, 2023	APRIL 24, 2023
JUNE 26, 2023	MAY 30, 2023
JULY 24, 2023	JUNE 26, 2023
AUGUST 28, 2023	JULY 24, 2023
SEPTEMBER 25, 2023	AUGUST 28, 2023
OCTOBER 23, 2023	SEPTEMBER 25, 2023
NOVEMBER 27, 2023	OCTOBER 23, 2023
DECEMBER 18, 2023	NOVEMBER 20, 2023

The filing fee for rezoning and conditional use applications is \$250.00. The filing fee for a site plan application is \$200.00. Checks should be made payable to the City of St. Charles. Planning and Zoning Commission meetings begin at 6:30 p.m. on the fourth floor of St. Charles City Hall, 200 North Second Street, St. Charles, MO.

Directions for Digital Submittal

1. Complete the applicable form for the requested review (forms may be found at the following link - <https://www.stcharlescitymo.gov/518/Forms>)

2. Attach the application and required plans and send to the email address below. If the attachments exceed 10mb, please provide information on location for file share download for staff.
 - PZ@stcharlescitymo.gov Planning and Zoning Commission (Rezoning, Annexations, Conditional Use Permit, Preliminary Plat, and Site Plans)

3. Once the email is sent, the Department will respond with an automatic email letting you know we have received the application and staff will contact you with applicable information on future agenda placement or if additional items are required. If you do not receive an automated response to your submittal email, please contact the Community Development Department at (636) 949-3222.

4. Submit application fee (if applicable) via mail to:
Department of Community Development
200 North 2nd Street, Suite 303
St. Charles, MO 63301

5. Once received, staff will evaluate your request and provide comments (if any) via email with a deadline for re-submittal and provide directions for paper submittals for the Board/Commission packet.

6. After the submittal has been revised, email the applicable plan reviewer a digital copy and provide necessary paper copies as requested.

φ φ φ φ φ φ φ φ

Questions regarding the Planning and Zoning Commission’s powers, duties, procedures and meeting schedule should be directed to the Planning Division of the Department of Community Development at (636) 949-3222.