



PLANNING & ZONING COMMISSION

2018 MEETING DATES AND DEADLINES

<i>MEETING DATE</i>	<i>APPLICATION DEADLINE</i>
JANUARY 29, 2018	DECEMBER 22, 2017
FEBRUARY 26, 2018	JANUARY 29, 2018
MARCH 26, 2018	FEBRUARY 26, 2018
APRIL 23, 2018	MARCH 26, 2018
MAY 21, 2017	APRIL 23, 2018
JUNE 25, 2018	MAY 21, 2018
JULY 23, 2018	JUNE 25, 2018
AUGUST 27, 2018	JULY 23, 2018
SEPTEMBER 24, 2018	AUGUST 27, 2018
OCTOBER 22, 2018	SEPTEMBER 24, 2018
NOVEMBER 26, 2018	OCTOBER 29, 2018
DECEMBER 17, 2018	NOVEMBER 19, 2018

The filing fee for rezoning and conditional use applications is \$150.00. The filing fee for a site plan application is \$50.00. 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.

Plat & Site Plan Submittals

Preliminary Plats:

For the initial submittal for staff and utility company review, please provide five (5) folded copies. After staff review is completed and staff comments have been forwarded, seventeen (17) copies of the revised plat are requested for delivery to the Planning and Zoning Commission members and City staff. Following action by the Planning and Zoning Commission, twenty (20) copies of the preliminary plat are requested for delivery to the City Council.

Preliminary Plat Filing Fees:

- Single-family: \$25 plus \$2 per lot
- Multi-family: \$50 plus \$1 per unit
- Commercial: \$50 plus \$2 per acre

Final Plats:

As long as they do not deviate in any significant respect from the preliminary plat approved by the Planning and Zoning Commission and City Council, final plats are not submitted to the Planning and Zoning Commission. Final plats are submitted directly to the City Council for approval. The City Council approves final plats by ordinance, which must be read at two Council meetings. Twenty (20) copies of a final plat must be submitted at least ten (10) working days prior to the City Council meeting at which it is to be introduced.

PLEASE NOTE: The City of St. Charles subdivision regulations state that “prior to recording of the approved final plat, a digital media copy of any record plat prepared using computer assistance shall be submitted in a computer readable format approved by the City Engineer.” FINAL PLATS WILL NOT BE APPROVED FOR RECORDING UNLESS THEY ARE ACCOMPANIED BY A DIGITAL MEDIA COPY IN AUTOCAD FORMAT. THE DIGITAL COPY OF A FINAL PLAT SHOULD BE SUBMITTED TO CHARLES LOVELACE, GIS COORDINATOR IN THE DEPARTMENT OF COMMUNITY DEVELOPMENT.

Site Plans:

For the initial submittal for staff review, please provide a completed Site Plan Application form, the filing fee (\$50) and four (4) folded copies of the site plan containing all items on the site plan checklist (included with the application). After staff review is completed and staff comments have been forwarded, twenty (20) copies of the revised site plan are requested for delivery to the Planning and Zoning Commission.

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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.