



DEPARTMENT OF COMMUNITY DEVELOPMENT

200 North Second Street, Suite 303
Saint Charles, MO 63301
636-949-3227
FAX 636-949-3557

**APPLICATION FOR TRANSFER OF OWNERSHIP OF A
OF CONDITIONAL USE PERMIT
(ADMINISTRATIVE TRANSFER)**

CASE # (assigned by Staff): _____

DATE FILED: _____

ADDRESS OF PROPERTY: _____

PROPERTY OWNER:

(Name)

(Address)

(Phone / Fax)

APPLICANT:

(Name)

(Address)

(Phone / Fax)

(Email Address)

ZONING INFORMATION:

LEGAL DESCRIPTION OF THE PROPERTY MUST BE ATTACHED – DIGITAL FORMAT PREFERRED

Present zoning: _____

Current use: _____

Proposal: _____

Applicable section number or ordinance: _____

CONDITIONAL USE INFORMATION:

A request for a Conditional Use may be granted, upon a finding by the City Council that all of the following standards are met:

1. The public health, safety, morals, and general welfare will not be adversely affected.
2. The location shall be appropriate and not in conflict with the Comprehensive Plan.
3. The use shall not adversely affect the character of the neighborhood or neighborhood value.
4. The use shall not overtax the public utility systems.
5. The use shall not substantially increase traffic hazards or congestion.
6. The use shall be in compliance with the additional standards of Chapter 400: Zoning Code.

Twenty (20) copies of the following shall be submitted to the Community Development Department at least 30 days prior to the scheduled meeting:

1. A complete application*.
2. A complete site plan of the property and all structures located on the property. Including but not limited to:
 - a. The actual shape and dimension of the lot.
 - b. Any existing or proposed building, accessory building, and their locations upon the lot.
 - c. Any existing or proposed parking spaces, driveway entrances and exits, street, alleys, creeks, etc.
 - d. The existing and intended use of each building or part of a building.
 - e. Photos of existing structures.
 - f. Any other information with regard to the lot and neighboring lots as may be necessary.

* Depending on the specifics of the case, the applicant (s) may be required to submit further information deemed necessary.

3. Signature by the legal owner or an attached affidavit by the legal owner authorizing City Council action.
4. Legal description of the property – digital format preferred.

Please Note: Conditional Use approval is valid for a period of one (1) year after the date of approval with construction or use substantially underway, unless extended by the Planning and Zoning Commission prior to the expiration date.

I (We), the undersigned, file this petition for a City Council action.
The above statements and the statements contained in all of the attached exhibits transmitted herewith are true, to the best of my knowledge.

(Print) _____ (Sign) _____
Applicant Signature

Date

(Print) _____ (Sign) _____
Owner Signature

Date

Application Fee: \$150.00