



DEPARTMENT OF COMMUNITY DEVELOPMENT

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

APPLICATION FOR ESTABLISHING ZONING DISTRICT FOR NEWLY ANNEXED TRACT

CASE# (assigned by Staff): _____

PROPERTY OWNER OF RECORD:

(Name)

(Address)

(Phone / Fax)

APPLICANT:

(Name)

(Address)

(Phone / Fax)

(Email **REQUIRED**)

ADDRESS OF PROPERTY TO BE REZONED: _____

LEGAL DESCRIPTION OF THE PROPERTY MUST BE ATTACHED

REQUESTED ZONING DISTRICT: _____ **PRESENT COUNTY ZONING DISTRICT:** _____

REASON FOR REZONING REQUEST: _____

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.

Signature of applicant: _____ Date: _____

Owner's signature authorizing application: _____ Date: _____

Digital submittal of application preferred via PZ@stcharlescitemo.gov. Directions for digital submittal are attached.

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.