



Conditional Use Permit Process

This brochure is an informational handout only, to be used as a guide and should not be relied upon for the legality of its contents. The intent is to provide general information on the Conditional Use Permit process for any individual requesting such a special use permit based on the requirements of the adopted Zoning Regulations.

This brochure may not answer every question, which may be raised concerning this approval process. You may contact an attorney or you may contact the City of Wentzville Planning Division for forms, general information, and questions concerning this guide and your Conditional Use Permit request at:

City of Wentzville
Community Development Department
Planning Division
1001 Schroeder Creek Blvd.
Wentzville, MO 63385
(636) 636-2032
(636) 327-4892 – (fax)
www.wentzvillemo.gov - City's website

This outline is intended to serve as a guide to the processing procedures for a Conditional Use Permit review and decision by the governing body. Additional details relating to Conditional Use Permits can be found in the Zoning Regulations, Article VIII, available from the Planning Division. An application for a Conditional Use Permit may be made by any owner of the property or their agent, representative, or attorney. Satisfactory evidence of property ownership or a contract to purchase the subject property containing the owner's name and address will be required at the time of application.

Conditional Uses are special uses embodied in the different Zoning Districts that are permitted only upon review by the Planning and Zoning Commission and approval by the Board of Aldermen. These special uses are commonly approved based upon certain conditions being met.

Before authorizing the issuance of a Conditional Use Permit the Planning and Zoning Commission and the Board of Aldermen may impose such conditions at will, in the City's judgment, to ensure that:

- a. The establishment, operation and maintenance of the conditional use will not be detrimental to or endanger the public's health, safety, comfort, or welfare.

- b. The Conditional Use will not be injurious to the use and enjoyment of the property in the immediate vicinity for the uses permitted, nor substantially diminish and impair property values within the neighborhood.
- c. The establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the Zoning Regulations and/or the Comprehensive Plan.
- d. Adequate utilities, parking, access roads, drainage, and/or other necessary facilities will be provided.
- e. Adequate measures will be taken to provide ingress and egress designed to minimize accidents and traffic congestion.

The Conditional Use shall in all other aspects conform to the applicable regulations of the Zoning District in which it is proposed and the Board of Aldermen shall find that there is a necessity for the Conditional Use.

How to apply for a Conditional Use Permit:

A pre-application meeting is required with the Community Development Department staff to discuss your proposal. At this meeting, staff will advise you on current zoning requirements and issues, which could affect your request for Conditional Use Permit approval. Schedule this meeting with the Community Development Director, Doug Forbeck at (636) 639-2031.

If your property is not in the City limits of Wentzville, a Voluntary Annexation petition shall be acquired from the Planning Division and processed to incorporate your property into the City of Wentzville.

The application for Conditional Use Permit will be completed with the help of the Planning Division staff and will require the applicant's signature. When filing this application you will need to submit the following items to the Community Development Department prior to, or on the day of, the established application deadline:

1. A legal description of the tract.
2. Property survey, boundary plat, or a parcel map obtained from St. Charles County Assessor's Office or the City of Wentzville G.I.S.
3. A recent certificate of title or deed to the property indicating current ownership.
4. A Development Plan, either in narrative form or a Preliminary Site Plan to indicate the intended use of the property. (Site Plan should include the requirements of Article VII in the Zoning Regulations as applicable).
5. A filing fee in the amount of \$200 is payable at the time of submission. Plus \$0.62 mailing fee for the notification of each adjacent property owner within a 300-foot radius of the subject site. If you are

paying by check, make it payable to the City of Wentzville.

6. The City shall not accept or process any application that is delinquent on any City and/or County taxes until such time as all delinquent taxes are paid to the appropriate taxing authority, per Ordinance #2445 **you will need to provide us with a copy of the paid tax receipt.** This can be done by calling St. Charles County Collector at (636) 949-7470 or emailing their office at: collector@sccmo.org.

Once all information is received you will be assigned an application number and placed on the next available Planning and Zoning Commission Agenda. Informational deadlines and meeting dates are established for the calendar year. Deadlines for applications are approximately four weeks prior to the next scheduled public hearing. See the schedule within this brochure.

Public Hearing:

A public hearing is required for this application. At the public hearing, the applicant or their representative will explain the request to the Planning and Zoning Commission. You should keep your comments brief, factual and to the point. The Planning and Zoning Commission is comprised of seven members who are appointed by the Mayor and approved by the Board of Aldermen. The voting members of the Commission consist of citizens from the City of Wentzville. The elected Mayor and one Board of

Aldermen member will also be present and participate in the public hearing.

Planning and Zoning Commission Recommendation:

The Planning and Zoning Commission will make a recommendation to approve or deny your request, which will be forwarded to the Board of Aldermen for consideration. The PZ Commission will make this recommendation on the same evening as the public hearing. This recommendation may contain conditions of approval in relation to the standards for review of Conditional Use Permit applications.

Board Approval or Denial of the request:

The Board of Aldermen meets twice a month to conduct normal City of Wentzville business. Board of Aldermen meetings are typically the second and fourth Wednesdays of the month. Your application will be placed on the next available Board of Aldermen Agenda after the Planning and Zoning Commission has recommended approval or denial of your application. Approval of a Conditional Use Permit requires one reading before the Board of Aldermen and is accomplished via a Resolution. If the request is denied, a new request for the same project may not be made for one calendar year.

If the Board votes to approve your request, you may then apply for the necessary permits within the Building and Engineering Divisions as applicable. The Building Official and City Engineer can be reached by calling (636) 327-5101.

**PLANNING & ZONING COMMISSION
2023 SCHEDULE**

PZ Submittal Deadline	PZ Commission Meeting	1st Board of Aldermen Meeting	2nd Board of Aldermen Meeting
12/1/2022	1/3/2023	1/11/2023	1/25/2023
12/30/2022	2/1/2023 *	2/8/2023	2/22/2023
2/1/2023	3/1/2023 *	3/8/2023	3/22/2023
3/1/2023	4/5/2023 *	4/12/2023	4/26/2023
4/3/2023	5/2/2023	5/10/2023	5/24/2023
5/1/2023	6/6/2023	6/14/2023	6/28/2023
6/1/2023	7/5/2023 *	7/12/2023	7/26/2023
6/30/2023	8/1/2023	8/9/2023	8/23/2023
7/31/2023	9/5/2023	9/13/2023	9/27/2023
8/28/2023	10/3/2023	10/11/2023	10/25/2023
10/2/2023	11/1/2023 *	11/8/2023	11/29/2023
10/30/2023	12/5/2023	12/13/2023	N/A
11/27/2023	1/2/2024	1/10/2024	1/24/2024

Submittal deadline is for all items that are to be on the Planning and Zoning Commission Agenda. Any Preliminary Subdivision or Site Plan Review applications submitted in conjunction with an Annexation and/or Rezoning will be placed on the Board of Aldermen Agenda after the Annexation and/or Rezoning is passed by ordinance.

*Planning Commission Meeting dates marked in bold, with an asterisk have been moved from Tuesday to Wednesday due to scheduling conflicts.

Revised November 4, 2022