

Planning and Zoning Commission **Application Procedure**

The Planning and Zoning Commission typically meets on the first Tuesday of each month in the City Hall Board Chambers, 1001 Schroeder Creek Blvd. at 6 p.m. Exact dates can be found on the City’s website at: [PZ Submittal Deadlines and Meeting Schedule](#).

An applicant must complete and submit the following items to the Community Development Department by the scheduled submittal date in order to be placed on the next month’s agenda.

- **APPLICATION FORM**
All forms must be completed in full, including the signature of property owners. An incomplete application will NOT be accepted. All designated spaces on the form must be appropriately filled in prior to the filing of the application.
- **DRAWING CHECKLIST**
Completed, signed and dated by the engineer for Site Plans, Preliminary Plats, Final Development Plans and/or Record Plats.
- **PROCESSING FEE**
A filing fee is required for each of the following, as applicable.

Rezoning (dependent upon acreage)	4.99 acres or less: \$500 5.00 - 19.99 acres: \$600 20.00 - 49.99 acres: \$700 50.00 - 74.99 acres: \$800 75.00 - 99.99 acres: \$900 100.00 acres or more: \$1,000 Plus: cost of the legal notice advertising the public hearing(s) Plus: \$0.62 mailing fee for the notification of each adjacent property owner within a 300-foot radius of the subject site.
Conditional Use Permit	\$200 Plus: \$0.62 mailing fee for the notification of each adjacent property owner within a 300-foot radius of the subject site.
Site Plan Review	\$150
Preliminary Plat	\$200 - plus \$2.00 per lot/unit
Record Plat	\$100
Temporary Use	\$50
Planned Dev.: Preliminary Dev. Plan	\$200 Plus: \$2.00 per lot Plus: Rezoning Fee for the size of the lot (see Rezoning Fees above) Plus: cost of the legal notice advertising the public hearing(s) Plus: \$0.62 mailing fee for the notification of each adjacent property owner within a 300-foot radius of the subject site.
Planned Dev.: Final Development Plan	\$100
Planned Dev.: Amended Final Dev. Plan	\$300 Plus: cost of the legal notice advertising the public hearing(s) Plus: \$0.62 mailing fee for the notification of each adjacent property owner within a 300-foot radius of the subject site.

- **PAYMENTS**

The City accepts, cash, check or credit card in the above amount, this is a non-refundable fee. If you are paying by check, please make the check payable to the City of Wentzville. If paying by credit card there is an additional 2% charge to your account.

- **DRAWINGS**

Show all required information as noted on attached checklists, per specified application(s).

- One folded set of drawings (initial submittal), no larger than 24" x 36"
- One copy of plan - 11" x 17" in size
- Email the submittal information in .pdf format to christy.mouser@wentzvillemo.gov

- **VERIFICATION OF TAXES**

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, *please provide copy of the paid real estate tax receipt*. This can be done by calling St. Charles County Collector at (636) 949-7470 or emailing them at www.saintcharlescountycollector.org.

THESE ARE THE MINIMUM SUBMITTAL REQUIREMENTS NEEDED FOR REVIEW. FAILURE TO PROVIDE ALL INFORMATION WILL RESULT IN APPLICATIONS BEING RETURNED.

Planning and Zoning Application

DATE: _____

APPLICATION: _____

PROJECT ADDRESS: _____

PROJECT LOCATION: _____

ACTION REQUESTED

- Rezoning: From: _____ To: _____
- Conditional Use: Type: _____
- Site Plan Review _____
- Preliminary Subdivision/Plat Number of lots: _____
- Record Plat _____
- Planned Development: Type: _____
- Other: Type: _____

SITE DATA INFORMATION

- Attach location map
- Attach legal description, boundary survey of property and/or plat
- Property deed or Certificate of Title

Area of site: _____ Present Zoning _____

Adjoining Zoning: North _____ South _____ East _____ West _____

APPLICANT INFORMATION

Print Name

Signature

Email Address

Phone#:

Cell#:

Fax#:

Address

City

State Zip

Applicant Status: Corporation Partnership Individual

Relationship of Petitioner to Property:

- Owner Tenant Letter from owner authorizing action
- Other _____

I (We) hereby certify that:

- I (We) have legal interest in the described property
- I am (We are) the duly appointed agent(s) of the petitioner(s) and that all information given herein is true and a Statement of Fact.

Agent Name	Signature	Email Address
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Phone#:	Cell#:	Fax#:
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Address	City	State Zip
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Engineer Name	Signature	Email Address
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Phone#:	Cell#:	Fax#:
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Address	City	State Zip
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PROPERTY OWNERS

Print Name	Signature	Email Address
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Phone#:	Cell#:	Fax#:
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Address	City	State Zip
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Print Name	Signature	Email Address
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Phone#:	Cell#:	Fax#:
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Address	City	State Zip
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FOR CITY USE ONLY

Date Received: _____	Total Received:\$ _____
Agenda Date: _____	Check #: _____
Signature: _____	Receipt #: _____

PRELIMINARY DEVELOPMENT PLAN REVIEW CHECKLIST

- One (initial submittal) of the drawings, 24" x 36" (**folded** to a maximum size of 12" x 10"), prepared by a professional engineer.
- One copy of the plan – size 11" x 17".
- Email the submittal information in .pdf format to christy.mouser@wentzvillemo.gov.
- 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. This can be done by calling St. Charles County Collector at (636) 949-7470 or emailing them at www.saintcharlescountycollector.org.
- Property boundary survey.
- Existing building(s) and improvements on site.
- North arrow, scale, and date.
- Name and signature of the person preparing the plat.
- Building setback lines for the front, side, and rear yards.
- Proposed buildings, additions, or improvements located with dimensions, including dimensions to property lines.
- Parking layout and driveway, including parking stall size, handicap parking, aisle and driveway widths, entrance approach details, number of cars in each row, and paving details.
- Site topography showing existing and proposed contours at intervals of two feet or less, including grading plan.
- Landscaping and buffering per ordinance with plant schedule as follows:

KEY	QUANTITY	COMMON NAME	BOTANICAL NAME	SIZE
Utilities: Water, storm sewers, sanitary sewers, gas, and electric, including provisions for access.				
- Architectural elevations of all proposed buildings.
- Water main and nearest fire hydrants.
- Exterior lighting.
- Easements, existing and proposed.
- Drainage pattern, proposed storm water management improvements.
- Performance Guarantee approved by the City assuring completion of the proposed improvements.

Applicant/Engineer

Date

Planning and Zoning Commission Pre-Application Meeting Procedure

A pre-application meeting is required prior to submitting Commercial/Industrial Site Plans; however is not required but encouraged prior to submittal of any procedure involving subdivision platting. To schedule a pre-application meeting, the applicant needs to provide the Pre-Application package information to the Community Development Department - Planning Division, 1001 Schroeder Creek Blvd., Wentzville, MO 63385. For more information, call (636) 639-2032.

PRE-APPLICATION MEETING

The "standard" pre-application meeting is used for projects in the conceptual design stage. The goals of the meeting submittal are to:

- Highlight ordinance regulations and stipulations/access regulations and applicable Municipal Code issues.
- Address potential issues and discuss potential solutions to technical and design review issues.
- Address potential issues and discuss potential solutions to environmental review issues.
- Provide direction to customers regarding the City's development process, i.e. submittal requirements, appropriate sequences of required plan review and processes.
- Apply the Comprehensive Plan, Land Use Plan and Chapters of the City's Plan, as applicable.
- Review fees will be payable upon formal submittal to appear upon a Planning and Zoning Commission Agenda.

The Community Development Director or his/her designee may waive the pre-application meeting requirement and allow an applicant to move forward to submit a formal application; based upon the type of application requested.

MINIMUM SUBMITTAL REQUIREMENTS

All documents must be folded to 9" x 12" inches (maximum).

GENERAL INFORMATION

- All plans must be a maximum of 24" x 36 inches in size.
- All documents must be folded to 9" x 12 inches (maximum).
- Email the submittal information in .pdf format to christy.mouser@wentzvillemo.gov
- Proposed project schedule, if available.

CONCEPT PLAN

- Existing Conditions Exhibit: (one copy):
- Show site, adjacent properties, zoning and land uses within approximately 300 feet of site, right-of-way and north arrow indicator.
- Label streets by name and/or assigned address of the location. It is acceptable to have the concept information on the Site Plan as long as the plan is clear and legible.

**FOR COMMERCIAL/INDUSTRIAL/PUBLIC FACILITY/MULTI-FAMILY DEVELOPMENT
CONCEPTUAL SITE PLAN (PROVIDE FIVE COPIES) SHOW OR PROVIDE**

- Complete map key for any symbol appearing on the map
- Location map, north arrow and scale (engineering scale required: 1"=40'/1"=30'/1"=20')
- Applicant's name, address, email, phone number
- Name, address, email, phone number of design professional preparing Site Plan
- Identifiable location - show site and adjacent parcels
- Existing and proposed building height(s), building footprint(s), square footage(s), and uses.
- Existing and proposed driveway location/site access
- Setbacks, proposed landscape concepts
- Location of parking
- Abutting street(s)
- Number of parking spaces required and provided
- Dimensions and gross site acreage
- Show landscape and pavement areas (must be easily identifiable)
- Show drainage arrow/outfall and retention areas
- Show location and proposed height of site walls, including retaining walls and/or retention basins
- Legal description by separate document, if required
- Existing and proposed open space/landscaping/wooded areas/watercourses/wetlands/other natural resource features
- Indicate any areas involving/requiring permits or approval from external agencies and the status of any such areas
- Provide a soils map of site (i.e. soil and geologic limitations)
- Indicate where/how tie-ins to existing infrastructure (sewer, gas telephone, etc.), will take place
- Indicate all of the above which are applicable

**FOR SUBDIVISION DEVELOPMENT
CONCEPTUAL SUBDIVISION (PROVIDE FIVE COPIES) SHOW OR PROVIDE**

- Complete map key for any symbol appearing on the map
- North arrow and scale (engineering scale required: 1" = 100' or 1" = 50')
- Applicant's name, address, email and phone number
- Name, address, email and phone number of design professional preparing Plat/Plan
- Identifiable location - show site and adjacent parcels
- Vicinity map and distance to nearest existing street intersection
- Label adjacent zoning and land uses
- Residential density and net density calculation and number of lots proposed
- All existing buildings
- Existing and proposed streets, lot sizes and setbacks
- Existing and proposed open space/landscaping/wooded areas/watercourses/wetlands/other natural resource features
- Indicate any areas involving/requiring permits or approval from external agencies and the status of any such areas
- Provide a soils map of site (i.e. soil and geologic limitations)
- Indicate where/how tie-ins to existing infrastructure (sewer, gas telephone, etc.), will take place
- Existing and proposed zoning
- Show drainage arrows/outfall and retention areas
- Show location and height of site walls, including retaining walls and/or retention basins
- Submit any drainage studies prepared for the site
- Site access and existing topography
- Indicate all of the above which are applicable