

**Planning and Zoning Commission  
Application Procedure**

The Planning and Zoning Commission meets on the first Tuesday of each month at 6 p.m. in the Board Chambers at City Hall, 1001 Schroeder Creek Blvd., please consult the schedule for exact dates, which can be found online at the City’s website: [www.wentzvillemo.gov](http://www.wentzvillemo.gov).

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 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                | \$300  |
| Conditional Use Permit  | \$150  |
| Site Plan Review        | \$ 75  |
| <b>Preliminary Plat</b> | <b>\$ 50 - plus \$2.00 per lot/unit (not to exceed 200 lots)</b> |
| Record Plat             | \$ 50  |
| Temporary Use           | \$ 50  |
| Planned Development     | \$100  |
| Final Development Plan  | \$100  |

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).
  - Five folded sets 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](mailto: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](http://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            \_\_\_\_\_

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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.

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|            |           |               |
|------------|-----------|---------------|
| Agent Name | Signature | Email Address |
| Phone#:    | Cell#:    | Fax#:         |
| Address    | City      | State Zip     |

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|               |           |               |
|---------------|-----------|---------------|
| Engineer Name | Signature | Email Address |
| Phone#:       | Cell#:    | Fax#:         |
| Address       | City      | State Zip     |

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**PROPERTY OWNERS**

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|            |           |               |
|------------|-----------|---------------|
| Print Name | Signature | Email Address |
| Phone#:    | Cell#:    | Fax#:         |
| Address    | City      | State Zip     |

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|            |           |               |
|------------|-----------|---------------|
| Print Name | Signature | Email Address |
| Phone#:    | Cell#:    | Fax#:         |
| Address    | City      | State Zip     |

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|                          |                         |
|--------------------------|-------------------------|
| <b>FOR CITY USE ONLY</b> |                         |
| Date Received: _____     | Total Received:\$ _____ |
| Agenda Date: _____       | Check #: _____          |
| Signature: _____         | Receipt #: _____        |

**PRELIMINARY SUBDIVISION PLAT CHECKLIST  
ITEMS TO BE INCLUDED WITH APPLICATION**

- Five copies (initial submittal) of the drawings, 24" x 36" (folded to a maximum size of 12" x 10"), prepared by professional engineer.
- One copy of plan – size 11" x 17".
- Email the submittal information in .pdf format to [christy.mouser@wentzvillemo.gov](mailto: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](http://www.saintcharlescountycollector.org).
- Comments from the Fire District for single ingress and egress subdivisions.
- Written verification from St. Charles County Planning for subdivision and street names.
- Attach request for variances from subdivision regulations.

**ITEMS TO BE SHOWN ON PRELIMINARY SUBDIVISION PLAT**

- Key map showing location of tract.
- Proposed name and location of subdivision.
- Name and address of the owner, subdivider, land planning consultant, and the professional engineer or surveyor who prepared the plat.
- Existing and proposed street right-of-way and pavements, including any proposed dedication strips for widening existing streets; approximate gradients, types, and width of pavements; location of curbs, sidewalks, walkways, planting strips, and other pertinent data.
- Layout of lots, showing dimensions and square footage for each lot.
- Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds, or other public, semi-public, or community purposes.
- Easements, existing and proposed, showing locations, widths, and purposes.
- Front, side, and rear yard building setbacks and dimensions.
- Location and size of nearest water main, storm sewer, sanitary sewer, and other utilities.
- Location of nearest fire hydrant.
- Location of proposed lateral sewer connections.
- Location and size of proposed storm and sanitary sewer lines.
- Location and size of proposed water lines and fire hydrants.
- Location of proposed street lights.
- Location and type of utilities to be installed.

- Tract boundary lines showing dimensions, bearings, angles, and references to known land lines and monuments.
- Topography of the tract; contours at vertical of two feet if the general slope of the site is less than 10% and at vertical intervals of five feet if the general slope is 10% or greater. U.S.G.S. data will be acceptable.
- Grading plan showing proposed contours and drainage pattern.
- Preliminary landscaping plan which locates and identifies by species new and existing trees.
- Location of existing structures.
- Scale, north arrow, and date.
- Information Summary:

Gross Site Area: \_\_\_\_\_

Net Site Area: \_\_\_\_\_

Common Ground Area: \_\_\_\_\_

Average Lot Area: \_\_\_\_\_

Area of Streets: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Water: \_\_\_\_\_

Electric: \_\_\_\_\_

School District: \_\_\_\_\_

Wastewater: \_\_\_\_\_

Fire District: \_\_\_\_\_

\_\_\_\_\_  
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](mailto: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.

## Pre-Application Meeting Procedure

### **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/fax number
- Name, address, email, phone/fax 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/fax number
- Name, address, email and phone/fax 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