

## 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
<b>Record Plat</b>	<b>\$100</b>
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](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            \_\_\_\_\_

---

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
Phone#:	Cell#:	Fax#:
Address	City	State Zip

---

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

---

**PROPERTY OWNERS**

---

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

---

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

---

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

**RECORD PLAT CHECKLIST**  
**ITEMS TO BE INCLUDED WITH SEPARATE APPLICATION**

- One (initial submittal), no larger than 24" x 36", (folded to a maximum of 12" x 10"), prepared by a professional engineer. Record Plat showing requirements listed in Section 410.150 of the Subdivision Regulations and including the following items are required to be submitted and approved by the Community Development Department.
- One copy of the 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).

**ITEMS TO BE SHOWN ON RECORD PLAT**

- Street addresses shall be obtained from the St. Charles County Government and indicated on the plat.
- Boundary lines, with dimensions and bearings or angles, which provide an accurate survey of the tract.
- All sections, township, and range lines and the boundary lines of municipalities, sewer, school, and other established districts within or adjoining the subdivided area.
- Accurate location of all existing and recorded streets intersecting the boundaries of the tract, and the lines and record owners of all adjoining lands with the Document Number of recorded deeds.
- Reference to recorded subdivision plats of adjoining platted ground by record name and date.
- Accurate description of the boundary of the tract by metes and bounds, or otherwise, together with a statement of the included area calculated to the nearest one-hundredth of an acre.
- Right-of-way lines of streets and other rights-of-way, and the property lines of all lots and other tracts, with accurate dimensions, bearings, and curve data, including radii arcs, points of tangency, and central angles.
- Name and right-of-way width of each street, alley, or other rights-of-way.
- Location, dimensions, and purpose of each easement.
- Each lot line and identification system for all lots and blocks.
- The area in square feet for each tract, site, parcel, or lot in the subdivision.
- Purpose for which sites, other than residential lots, are dedicated or reserved.
- Building setback lines for the front, side, and rear yard of each lot.

- Location, type, material, and size of all survey monuments and lot markers, including benchmarks, with elevations referenced to mean sea level datum.
- Subdivision title, or name, north arrow, scale, and date.
- Certificate on the plat of registered land surveyor, covering the execution of survey and preparation of subdivision plat.
- Certificate on the plat of the owner creating the subdivision dedicating all street right-of-way to the City of Wentzville, dedicating all public areas with a statement of the use or uses for which granted, establishing building lines, and referring to the restrictions of all types and trusteeships which will run with the land and become covenants in the deeds for lots.
- Certificates on the plat of all owners and holders of deeds of trust, the plat as prepared and released from the lien created by said deeds of trust all land dedicated to public use on the plat.
- Certificate indicating approval of the plat by the Planning and Zoning Commission of the City of Wentzville and the Board of Aldermen of the City of Wentzville; prepared for execution by the City Clerk over the seal of the City of Wentzville.
- All items identified with Section 410.150.b, as applicable.
- Comply with Section 410.160, Trust Indentures.
- Detailed estimate of the cost of the proposed improvement, prepared by the subdivider's engineer, and approved by the Public Works Director (see attached details).
- Performance Guarantee approved by the City assuring completion of the proposed improvements. The amount of guarantee shall be approved by the Public Works Director.

\_\_\_\_\_  
Applicant/Engineer

\_\_\_\_\_  
Date