

## **CITIZENS' GUIDE TO THE ZONING APPLICATION PROCESS**

### General Information.

The Zoning Ordinance of St. Louis County is intended to promote the health, safety, comfort, and general welfare of the County's population; to secure coordinated land use; and to facilitate the adequate provision of public improvements. This outline is intended to serve as a guide to the processing procedures associated with changing existing zoning district designations or for the development of property. Detailed information concerning the processing steps involved herein can be found in the St. Louis County Zoning Ordinance, Chapter 1003, and at the St. Louis County Department of Planning, 5 th Floor, County Administration Building, 41 South Central, Clayton, Missouri 63105.

### The Zoning Process

#### 3 Types of Petitions

1. Petitions without development plans
2. Petitions with development plans
3. Density Development Procedure

#### PETITIONS WITHOUT DEVELOPMENT PLANS (Zonings except C-8, M-3, MXD; not special procedures)

1. Preapplication Conference
  - Preapplication conferences with Department of Planning staff are recommended prior to filing a rezoning or special procedure petition. Conferences with other St. Louis County Departments are advised to determine their possible requirements for development. The petitioner may wish to obtain professional assistance (i.e., engineer, attorney, or architect) in preparing and filing a petition.
2. Petition Forms
  - Submit two (2) completed rezoning forms with all required supplemental information and applicable processing fees. (See fee schedule at end of document.)
3. Pre-Public Hearing Processing
  - Within fifteen (15) days of receipt of the petition, Department of Planning must notify petitioner of deficiencies, or the petition must be accepted for Public Hearing. Petitioner must then respond to the Department's list of deficiencies within fifteen (15) days of receipt, or the petition is returned and fees are refunded. Petition is scheduled for Public Hearing when all minimum submission requirements are met.

90 DAYS MAXIMUM

4. Public Hearing before the Planning Commission

- Petitioner or representative presents petitioned proposal to the Planning Commission. Other interested parties may present favorable or opposing views. Public Hearings are held on Monday evenings at 7:00 P.M., as petitions warrant, excluding the first Monday of each month. (NOTE: Planning Commission takes the proposal under advisement until the Executive Meeting.)

14-42 DAYS

5. Planning Commission Executive Meeting

- The Planning Commission renders a decision regarding the petition which is forwarded to the St. Louis County Council generally within twenty-two (22) days. Executive Meetings are normally held on the first Monday evening of each month at 6:00 P.M.

22 DAYS MINIMUM

6. County Council Consideration and/or Action

- The County Council receives the decision or recommendation of the Planning Appeals or protests concerning the Planning Commission's decision or recommendation may be directed to the County Council for consideration. (See brochure: "Protest and Appeal Process for Special Procedure Permits.")

7. Parking, Circulation, and Landscaping Review or Initiation of Subdivision Process Required

- Review of a site plan or preliminary subdivision plat is undertaken jointly by the Department of Public Works, Department of Highways and Traffic, and Department of Planning.

8. Completion of Zoning Process

- This completes the processing of a petition or application by County Council, Planning Commission, and Department of Planning as provided in the Zoning Ordinance and Subdivision Regulations.

## Petitions With Development Plans ("C-8", "M-3", "MXD", LPA, P.E.U., C.U.P., S.B.P.)

### 1. Preapplication Conference

- Preapplication conferences with Department of Planning staff are recommended prior to filing a rezoning or special procedure petition. Conferences with other St. Louis County Departments are advised to determine their possible requirements for development. The petitioner may wish to obtain professional assistance (i.e., engineer, attorney, or architect) in preparing and filing a petition.

### 2. Petition Forms

- Submit two (2) completed petition forms with all required supplemental information, detailed site plan, and applicable processing fees. (See fee schedule at end of document.) Petitions with Development Plans include: C-8 Planned Commercial District, M-3 Planned Industrial District, P.E.U. Planned Environment Unit, S.B.P. Special Business Permit, LPA Landmark and Preservation Area, C.U.P. Conditional Use Permit, C.I.D.D. Commercial Industrial Designed Development.

1-30 DAYS

### 3. Pre-Public Hearing Processing

- Within fifteen (15) days of receipt of the petition, Department of Planning must notify petitioner of deficiencies, or the petition must be accepted for Public Hearing. Petitioner must then respond to the Department's list of deficiencies within fifteen (15) days of receipt, or the petition is returned and fees are refunded. Petition is scheduled for Public Hearing when all minimum submission requirements are met.

45 DAYS MAXIMUM

### 4. Public Hearing before the Planning Commission

- Petitioner or representative present petitioned proposal to the Planning Commission. Other interested parties may present favorable or opposing views. Public Hearings are held on Monday evenings at 7:00 P.M., as petitions warrant, excluding the first Monday of each month. (NOTE: Planning Commission takes the proposal under advisement until the Executive Meeting.) Protests against a proposed C.U.P. may be submitted subsequent to the Executive Meeting by surrounding land owners for Planning Commission consideration. (See brochure: "Protest and Appeal Process for Special Procedure Permits.")

14-42 DAYS

5. Planning Commission Executive Meeting

- The Planning Commission renders a decision regarding the petition which is forwarded to the St. Louis County Council generally within twenty-two (22) days. Executive Meetings are normally held on the first Monday evening of each month at 6:00 P.M.

22 DAYS MINIMUM

6. County Council Consideration and/or Action

- The County Council receives the decision or recommendation of the Planning Commission **and** may during subsequent weekly meetings act upon reports. Appeals or protests concerning the Planning Commission's decision or recommendation may be directed to the County Council for consideration. (See brochure: "Protest and Appeal Process for Special Procedure Permits.")

7. Review of Site Development Plan by the Planning Commission Required

- Copies of the Site Development Plan are submitted by the petitioner, which are reviewed for compliance with ordinance or permit conditions by the Planning Commission. The Planning Commission may designate Department of Planning review of Site Development Plans for some C.U.P.s, and S.B.P.'s.

8. Site Development Plan and Permit Conditions Recorded with St. Louis County Recorder of Deeds

- (Only conditions and legal description recorded for Conditional Use Permit.) Copies of Site Development Plan are distributed to various County Departments by Department of Planning.

9. Establishment of Escrows or Bond

- Escrows or bonds are necessary to guarantee improvements in addition to those customarily obtained in the subdivision process (i.e., special landscaping, off-site water improvements, and stormwater detention improvements.)

10. Subdivision Processing is Initiated if Required

- See "Citizens Guide to Land Subdivision" for processing a subdivision before building permits can be issued.

11. Completion of Zoning Process

- This completes the processing of a petition or application by County Council, Planning Commission, and Department of Planning as provided in the Zoning Ordinance and Subdivision Regulations.

## DENSITY DEVELOPMENT PROCEDURE

1. Preapplication Conference
  - Preapplication conferences with Department of Planning staff are recommended prior to filing a density development procedure. Conferences with other St. Louis County Departments are advised to determine their possible requirements for development. The petitioner may wish to obtain professional assistance (i.e., engineer, attorney, or architect) in preparing and filing a petition.
2. Existing Residential Zoning- Does not apply to Commercial and Industrial Zoning
  - Developer submits a written request to the Department of Planning petitioning to develop a particular tract of land under the Density Development Procedure of the St. Louis County Zoning Ordinance. Two (2) copies of the legal description and the proposed preliminary plan for the tract shall accompany request.
3. Department of Planning Review and Report
  - Department of Planning Staff reviews proposed development and forwards report to County Council.
4. County Council Approves or Denies Density Development Procedure Petition
  - County Council receives report from Department of Planning. If Council approves the petition, appropriate legislation is adopted by resolution.
5. Department of Planning Receives Copy of Legislation and Subdivision Processing is Initiated
  - See "Citizens Guide to Land Subdivision available at the Department of Planning for how to process a subdivision before building permits can be issued.
6. Completion of Zoning Process
  - This completes the processing of a petition or application by County Council, Planning Commission, and Department of Planning as provided in the Zoning Ordinance and Subdivision Regulations.

## FEE SCHEDULE

Change of Zoning or C.U.P. Conditional Use Permit or S.B.P. Special Business Permit filing fees for change of zoning are based on the number of acres in the tract of land for which the zoning change is requested.

Acres	Cost
2.0 or less	\$500
2.1 to 10	\$800
10.1 to 20	\$1,000
More than 20 acres	\$1,500

The application fee for a Mixed Use Development shall be five hundred (500) dollars plus the fees normally assessed for rezoning petitions, based on property area.

The application fee for a Planned Environment Unit Permit shall be five hundred (500) dollars, plus five (5) dollars for each dwelling unit contained in the proposed development.

The application fee for a Commercial-Industrial Designed Development Permit shall be five hundred (500) dollars.

The application fee for a Density Development shall be five hundred (500) dollars, of which two hundred fifty (250) dollars shall be credited against record plat review under the Subdivision Regulations of St. Louis County. Payment of said fee to the Department of Planning shall be verified by receipt on the filing of such application. No portion of said fee shall be refundable subsequent to filing with the Department of Planning.

The re-advertisement fee for a previously postponed petition for a change of zoning district boundaries, district classification, or Special Procedures shall be five hundred (500) dollars, except in those instances where the postponement request was received beyond the required notification period as described in Section 1003.300 Procedure for Amending the Zoning Ordinance. A re-advertisement fee of six hundred (600) dollars shall be required in these instances.

The fees to be charged for the various procedures in this Chapter are not refundable, except where a petition or application is withdrawn prior to advertising or posting of public hearing notices for the petition, and then only by order of the County Council.

**A fee of one hundred (100) dollars shall be established for the review of a Site Plan when required by Section 1003.179 of this Ordinance or by the Planned District Ordinance or Special Procedure pertaining to the property in question.**

(O.No. 12939 – Adopted 7/14/04)