



CONDITIONAL USE PERMIT APPLICATION

City of St. Joseph, Missouri | Planning & Zoning
1100 Frederick Avenue, Room 107
Zack Martin, City Planner | (816) 271-4648 | zmartin@stjoemo.org

All submittals for variances must comply with Sec. 31-070 of the City’s Code of Ordinances, located online at stjoemo.info **The following must be included with every application:**

1. Completed Application
2. Application Fee (\$1,110)
3. **Materials required on checklist (see back)**

THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF A CONDITIONAL USE PERMIT BY THE PLANNING COMMISSION. With the signing and submittal of this application, the property owner authorizes the City of St. Joseph to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the City Council, City boards and commissions, and City departments.

Property Owner Information

Name _____ | Primary Contact Yes No

Street _____

City, State, Zip _____ | _____ | _____

Phone (_____) _____ | Email _____

Signature _____ **Date** _____

Representative Information (if different than above)

Name _____ | Primary Contact Yes No

Business Name _____

Street _____

City, State, Zip _____ | _____ | _____

Phone (_____) _____ | Email _____

Signature _____ **Date** _____

Property Address

Street _____

City, State, Zip _____ | _____ | _____

Brief Description of Request _____

Section to be completed by City

Received By _____ **Date** _____ **Accela ID** _____

ALL applications must include the following to be considered complete:

- Completed application
- Submitted application fee
- Letter from owner stating the purpose of the request (in more detail than brief included on application)
- Site & landscape plans with the following information:
 - Word Document with complete legal description of property (submitted to City Planner)
 - The location, dimension, material, and configuration of all buildings, structures, and other improvements.
 - Location, access, and other dimensions of proposed off-street parking and loading facilities and the number and configuration of spaces to be provided.
 - Location, dimensions, and materials of sidewalks, driveways, and other impervious surfaces.
 - Landscaping plan, including existing and proposed landscaping on both the subject property and adjacent public areas, and including installing schedule.
 - Location of all utilities, including electric lines, storm drainage, sanitary sewers, and water service.
 - Location and extent of required setbacks and yards.
 - Elevation of all buildings and structures to depict height.
 - Lot size in square feet and dimensions thereof.
 - Any areas proposed for outdoor storage, refuse collection, exterior mechanical equipment, exterior communication devices, and utility apparatus.
 - Land uses surrounding lot(s) for which site plan is located.
 - Zoning on the lots and parcels surrounding.
 - Such additional information as the City Planner may deem pertinent and essential to the application.

Planning Commission hearings, unless otherwise stated or posted, are held on the last Thursday of each month at 5:30pm in the City Council Chambers on the 3rd floor of City Hall (1100 Frederick Avenue). Submittal deadlines are the last working Friday the month prior.

Section to be completed by City

Current Zoning

Fees

\$1,100.00

Date Application Received

____ / ____ / ____

Zoning Code Provision

Total (\$) _____

Date Fee Received

____ / ____ / ____