



City of Valley Park
55 Crescent Avenue
Valley Park, MO. 63088
(636) 225-5171
kberry@valleyparkmo.org
Planning and Zoning Commission

ZONING ORDINANCE CONDITIONAL USE PERMIT APPLICATION To be
completed and signed by applicant - returned to the Building Commissioner
**** REQUIRES PUBLIC HEARING****

Application fee: \$1000.00

Name of Applicant: _____

Mailing Address: _____

Email Address: _____

Property Interests of Applicant: ☐ Owner ☐ Renter/Lessee ☐ Other

Name of Owner: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

DESCRIPTION OF PROPERTY

Street Address or Location: _____

Zoning District Classification:

Existing: _____

Proposed: _____

Land Use/Development:

Existing: _____

Proposed: _____

Application is hereby made with willful consent of Owner for Conditional Use Permit on the proposed land/use development submitted for review as shown and described on this form and that of accompanying attachments all of which we certify to be true and accurate

Signature of Applicant

Date

Signature of Owner

Date

PROPERTY ADDRESS OR LEGAL DESCRIPTION:

The undersigned applicant, hereby states that the petitioner either owns or is the authorized agent for the owner of record of this property or that the petitioner has an equitable interest in the property by virtue of a written agreement with the owner.

APPLICANT

NAME PRINTED

STATE OF MISSOURI)
COUNTY OF _____)ss.

On this _____ day of _____, 20_____, before me personally appeared _____, to me known and who being duly sworn did stated that he/she is the authorized agent for the above property, and acknowledged that he/she executed the foregoing by his/her free act and deed.

In testimony whereof. I have on hereunto set my hand and affixed my notarial seal the day and year last above written.

My Commission Expires: _____

Notary Public: _____

Name Printed: _____

PUBLIC HEARING GUIDE SHEET

Petitioner's Guide

ITEMS TO BE SUBMITTED TO THE BUILDING COMMISSIONER'S OFFICE:

A: 60 DAYS PRIOR to Public Hearing Date:

1. 3 Architectural site plans submitted for review.
 - A. As described in Zoning Ordinance 4.06, C, 2
 - B. Article 7 – Off street parking and loading requirements
2. Completed, signed and paid application.

B. 20 DAYS PRIOR to Public Hearing Date:

1. Full legal description of property,
 - a. Realty description and
 - b. Meets & bounds description (see samples attached).
2. Pre-paid \$1000.00 deposit. Applicant will be given itemized statement.

C. 20 DAYS PRIOR to Public Hearing Date:

1. Applicant will be responsible for notifying by mail all property owners within the city limits whose property lies within 300 lineal feet of any point of that which has been requested to be rezoned, including of those property owners across street right-of-way and railroad right-of-way via U.S. Mail, certified, return receipt.
2. Submit list of said property owners to Building Commissioner's office with proof of certified mailings and postal receipts

D. 5 BUSINESS DAYS PRIOR to Public Hearing Date:

1. Must submit **16 copies** of all site plans and other required information for the Public Hearing to the Building Commissioner's office by **12 noon**.

E. PUBLIC HEARING DATE:

1. Attend public hearing on the specified date and present proposal.
2. Public hearings held by Planning and Zoning Commission (P&Z) will have a question and answer format after presentation and public input.

F. AFTER PUBLIC HEARING DATE:

1. If approved at the P&Z meeting, the Public Hearing will also be heard at the following Board of Aldermen meeting. Date to be announced at hearing.

*** P&Z approval does not guarantee site plan approval, building permits or F.E.M.A permits issued