



PLANNED DEVELOPMENT CHECKLIST
Petitioner's Guide
City of Valley Park
55 Crescent Avenue
Valley Park, MO. 63088
(636) 225-5171
kberry@valleyparkmo.org



ITEMS TO BE SUBMITTED TO THE COMMUNITY DEVELOPMENT OFFICE:

A. 60 DAYS PRIOR to Public Hearing Date:

1. 3 sets of development plans submitted 1 PDF copy for review;
 - a. As described in Zoning Ordinance 405.180.C.2
 - b. Article 7 – Off street parking and loading requirements
2. Completed, signed application and application fee.

B. 20 DAYS PRIOR to the Public Hearing Date:

1. **Full** legal description of property;
 - a. Realty description and
 - b. Meets and bounds description
2. Pre-paid \$1000.00 deposit. Applicant will be given an itemized statement.
3. Applicant will be responsible for notifying by mail all property owners within 300 lineal feet of the property which has been requested to be rezoned, including those property-owners across street right-of-ways and railroad right-of-ways via U.S. Mail, certified, return receipt.
4. Submit list of said property owners to Community Development Office with proof of certified mailings and postal receipts.

C. 8 BUSINESS DAYS PRIOR to Public Hearing Date:

1. Submit 22 copies of all site plans and other required information for the Public Hearing to the Community Development Office by **12:00 noon.**
2. All copies shall be folded to 8 1/2" x 11 or similar size.

**** FAILURE TO MEET ANY OF THE ABOVE REQUIREMENTS WILL RESULT IN THE HEARING BEING DELAYED UNTIL THE NEXT REGULAR SCHEDULED MEETING OF THE PLANNING AND ZONING COMMISSION ****

D. PUBLIC HEARING DATE:

1. Attend public hearing on the specified date and present proposal;
2. Public hearings held by the Planning and Zoning Commission will have a question and answer period after the presentation and public comment period.

E. AFTER PUBLIC HEARING DATE:

1. If approved at the P&Z meeting, a Public Hearing will be scheduled at the next Board of Aldermen meeting. Date will be announced at the hearing.

***** P&Z APPROVAL DOES NOT GUARANTEE THE ISSUANCE OF BUILDING PERMITS, F.E.M.A. PERMITS, OR FINAL SITE PLAN APPROVAL. *****



CITY OF VALLEY PARK, MISSOURI
ZONING ORDINANCE
PLANNED DEVELOPMENT APPLICATION



NAME OF APPLICANT: _____

MAILING ADDRESS: _____

TELEPHONE NO.: _____

PROPERTY INTEREST OF APPLICANT: Owner Renter/Lessee Other

NAME OF OWNER: _____

MAILING ADDRESS: _____

TELEPHONE NO.: _____

DESCRIPTION OF PROPERTY:

Street Address or Location: _____

Zoning District Classification:

Existing: _____ Proposed: _____

Land Use/Development:

Existing: _____ Proposed: _____

ACKNOWLEDGMENTS: (Each _____ to be initialed by Applicant if attached)

- _____ Legal Description, Locator Number and Scaled Map of Property
(with location clearly delineated)
- _____ Statement of Reason for Proposed Zoning Map Amendment
(“Burden of Proof” Evidence)
- _____ Name and Address List of Neighboring Property Owners (i.e. those within City limits whose
property lies within 300 lineal feet of property requested to be rezoned)

Application is hereby made with willful consent of Owner for Zoning Map Amendment on the property 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

Signature of Owner

Date

Date

PLANNED DEVELOPMENT ZONING CHECKLIST
INITIAL AND RETURN

(Each set to be initialed by applicant.)

- _____ 1. Map scale selected within range of 1" = 50' (minimum) to 1" = 20' (maximum) with drawing (s) of such accuracy and clarity that P & Z Commission can readily interpret the site plan.
- _____ 2. Property identified by lot lines and location, including dimensions, angles and size correlated with legal description of property (legal description and outboundary plat of property to be attached).
- _____ 3. Name, address and seal (as applicable) of qualified land planner and/or registered professional architect, engineer or land surveyor who designated and prepared the site plan; also name and address of owner(s), developer(s), and designer(s).
- _____ 4. Map scale, north point, boundary dimensions, natural features (e.g. woodlots, rivers/streams, pond/lakes, drains) manmade features (e.g. buildings/structures, easements, high tension towers, pipelines, utilities including water and sewer lines, excavations, bridges/culverts, drains) and adjacent properties (i.e. all properties within one hundred (100) yards of site) and their existing land use.
- _____ 5. Existing topography and finished grade line elevations at two-foot (2') contour intervals; also finished floor elevation for all buildings/structures.
- _____ 6. Dimension (LxWxH) of proposed principal and accessory buildings/structures and existing buildings/structures scheduled to remain; also interrelationships of these buildings/structures to each other and distance of each to nearest adjacent property line.
- _____ 7. Existing and proposed streets, driveways, sidewalks and other vehicular/ pedestrian circulation features within and adjacent to the site; also location, size and number of parking spaces in off-street parking areas and identification of service islands, service parking and loading zones (Parking Plan Requirements in Section 405.330)
- _____ 8. Location and size of all existing and proposed public/private utilities serving or earmarked to serve the property, including statement that all-necessary utilities will be available, functioning and usable at time of occupancy, with multi-stage projects reflected as such.
- _____ 9. Proposed landscape plan (Landscaping and Screening Details for Parking Plan Requirements in Section 405.350)
- _____ 10. Architectural elevations of all proposed buildings/structures and, including construction material schedule and floor plans for each.

- _____ 11. Location, height and intensity of all existing and proposed exterior lighting, including a graphic and catalog reference describing the proposed light standards.
- _____ 12. Location, type and nature of screening proposed for all trash collection areas.
- _____ 13. Proposed stormwater drainage plan, including retention basins; attached documentation should reflect that this plan was transmitted to City Engineer and following him, the Metropolitan Sewer District (MSD) for review and approval.
- _____ 14. Other information deemed necessary by the P & Z Commission.

NOTE: All plans, architectural drawings, renderings or other materials, visual aids, etc. Submitted to P & Z Commission in Application or presented at its meeting become City property as part of permanent record of decision made on site plan review.

PLANNING AND ZONING COMMISSION
FINDING OF FACT

PUBLIC HEARING DATE: _____

REZONING REQUESTED: _____

PROPERTY ADDRESS: _____

APPLICANT: _____

How will proposed zoning map amendment conform to the Comprehensive Plan?

Why is existing zone district classification of property inappropriate/improper?

What major economic, physical, and/or social changes have occurred (identify) in vicinity of property which were not anticipated by the Comprehensive Plan (describe why) by substantially altered basic character of the area (describe how) making proposed zoning map amendment appropriate/proper (describe how)?

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 state 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 hereunto set my hand and affixed my notarial seal the day and year last above written.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC: _____

NAME PRINTED: _____

Reviewed for Form:

Community Development _____
City Attorney _____

Date _____
Date _____