

CITY OF EUREKA)
COUNTY OF ST. LOUIS)
STATE OF MISSOURI)

DATE SUBMITTED: _____

FEE: **\$50.00**

**TO THE BOARD OF ALDERMEN
CITY OF EUREKA, MISSOURI
PETITION FOR SPECIAL USE PERMIT**

I. Now comes _____ and _____
_____ and state(s) to the Board that he (she) (they) has (have) the
following legal interest in the tract of land located at _____ within
the legal boundaries of the City of Eureka, Missouri, described in "A" below:

Legal Interest (i.e. Owner, Lessee, Owner Under Contract): _____

- A. Survey or plat of property, drawn to scale of 100 feet or less to the inch, showing nearest street intersection, dimensions of property, north point. Outline portion for which Special Use Permit is petitioned showing appropriate angles, bearings and distances. (Survey or plat must be attached to this petition.)
- B. Site plan must be submitted showing all existing and proposed improvements and utilities serving the site (i.e. water, sewer, storm sewers, etc.)
- C. The acreage to the nearest tenth of an acre of the portion for which the Special Use Permit is petitioned is _____.

II. Petitioner(s) further state(s) that the property hereinabove described is:

- A. Presently zoned _____ District;
- B. Presently being used for _____
_____ ; and
- C. Desired to be used for _____
_____ as authorized by Section _____ ; that the deed restrictions for said property do not prohibit the use which would be authorized by said Special Use Permit; and that the following factors justify the granting of this petition:

III. Petitioner(s) further state(s) that he (she) (they) can comply with all the other requirements of the Eureka Planning and Zoning Commission.

SPECIAL NOTES:

- 1. A \$50.00 non-refundable filing fee required with application.
- 2. A new business requires a business license prior to occupancy.

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3. An electronic submittal of the application shall be emailed to the Building Commissioner for an initial review. Upon his determination that the application is in substantial form, then seventeen (17) folded copies of all forms, descriptions, surveys, or plats must be submitted.
4. Pursuant to Section 23-182(q) of the Municipal Code of the City of Eureka, any application fees or deposits required by the City in conjunction with any application for action under this section is intended to defray the cost of review, analysis and consideration of same. Such costs may include, but not be limited to, legal or informational publications, signage, legal reviews, engineering and architectural reviews, City Planner reviews, hearings, surveys, studies and any other direct, indirect or third party costs. In the event that such fees are insufficient to cover such total costs for a specific application, the applicant shall deposit with the City such additional sums to cover the entire cost of such review upon request by the City.
5. In the event that the City receives an application, petition or other request for any administrative or legislative consideration, and the applicant, petitioner or requestor owes the City any amounts from previous City consideration including any third (3rd) party expenses the City has incurred, the City reserves the right to refuse to give any consideration to such application, petition or request until such time that the City has received payment in full or payment terms acceptable to the City.
6. It is the responsibility of the petitioner to insure that the "Public Hearing" sign remains posted for the 15-day period prior to the public hearing. The petitioner must notify City Hall immediately if the sign is removed or becomes damaged.
7. Following submission of the petition, the hearing date will be set and you will be notified by mail of said date.
8. At the public hearing all interested parties may present information concerning the petition.
9. Petitioner or his representative must attend Planning and Zoning Commission and Board of Aldermen meetings on dates petition is considered.
10. Decisions regarding petitions may be made the night of the public hearing, but are not required. If, in the opinion of the Planning and Zoning Commission, additional time is required to consider the information presented, a determination meeting will be set within a reasonable length of time following the public hearing.
11. If a record of the public hearing is desired, the petitioner(s) shall bear the entire cost of having a record made and shall pay a \$100.00 deposit to the City of Eureka to pay said cost. Should the cost exceed \$100.00, final action on the application shall not be made until said cost is satisfied. If less than the deposit, a refund adjustment shall be made as soon as practicable. Where multiple public hearings are held at the same time, said costs shall be shared on an equal pro rata basis by petitioners. (Section 23-181(b)(2))
12. Petitions are not complete if the forms are not properly executed. Submission of the following is required, if applicable:
 - (a) Show existing pavement, sidewalks, buildings and other improved areas of the parcel. Show drive connection to existing street pavement.
 - (b) Show property lines, easements, (existing and proposed) building lines and yard setbacks.
 - (c) Show existing utilities, storm sewers, sanitary sewers, water mains, including fire hydrants.
 - (d) Show existing and proposed grades if site is to be graded.
 - (e) Show proposed pavement, buildings, drives, sidewalks, retaining walls, and other improvements.
 - (f) Show proposed utilities, storm sewers, sanitary sewers, water mains, including fire hydrants.
 - (g) Show proposed parking spaces and parking calculations (number required & proposed).
 - (h) Show detention basins, if required.
 - (i) Show existing and proposed landscaping, if any and existing trees.

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- (j) Show building elevations on new and modified structures.
- (k) All installations of electrical service shall be underground, unless otherwise authorized by the Board of Aldermen (Ordinance No. 1595).

WHEREAS, Petitioner(s) pray(s) for the approval of the Board of Aldermen in granting this Special Use Permit.

CERTIFICATION BY PETITIONER(S)

I (we) hereby certify that I (we) have a legal interest in the hereinabove described property and that all information given herein is true and a statement of fact under the penalty of perjury.

Signature(s): _____

Printed Name(s): _____

Petitioner Driver's License No.: _____

Address: _____

Phone No.: _____

E-mail Address: _____

Are you the property owner: _____

If the property is owned by someone other than the petitioner, information and signature of consent from the owner must be provided below.

NOTARY CERTIFICATION

Subscribed and sworn to before me this _____ day of _____, 20____.

(SEAL)

Notary Public

My Commission expires _____.

CERTIFICATION BY OWNER(S)

I (we) hereby certify that I (we) have a legal interest in the hereinabove described property and that all information given herein is true and a statement of fact under the penalty of perjury.

Signature(s): _____

Printed Name(s): _____

Owner Driver's License No.: _____

Address: _____

Phone No.: _____

E-mail Address: _____