

## CONDITIONAL USE PERMIT PROCEDURES

The City of Crestwood has designated a number of uses which are considered essentially desirable, necessary or convenient to the community, but which by their nature or in their operation have:

- A tendency to generate excessive traffic;
- A potential for attracting a large number of persons to the area of the use thus creating noise or pollutants;
- A detrimental effect upon the value or potential development of other properties in the neighborhood; and/or
- An extraordinary potential for accidents or danger to public health or safety.

A conditional use permit may be initiated by a verified applicant of one (1) or more of the owners of record or owners under contract of a lot or tract of land. The City of Crestwood follows a contested case procedure, outlined in the [Missouri Revised Statutes](#). The City's procedures for application, review and approval of a conditional use permit are as follows:

1. Complete and submit an application for a conditional use permit, including, but not limited to the following:
  - a) A filing, in writing, stating the applicant's petition. This narrative outlines the proposed use or operation of the property. There is no standard format for the petition letter. The petition letter is created by the applicant and is unique for each type of use. However, common features of petition letters often include:
    1. A request;
    2. A statement of the defining scope and nature of the use;
    3. What the company does, etc.
2. A single site plan (see Zoning Code for information required on site plan), floor plan, building elevations (4 sides), landscaping, lighting (with photometric iso-grid) and other details important in the operation of the proposed business to the Director of Public Works for review and comments.
3. Upon review, the Director of Public Works, City Planner, or other City staff will contact the engineer, architect, or applicant with comments regarding the application. These comments will include a discussion of the number of variances that may need to be requested should the petitioner decide not to amend the proposal. All variances are granted on the basis of the applicant successfully proving the existence of hardship unique to the site. Such a variance request will be heard by the Board of Adjustment at a separate hearing may be prior to the Planning and Zoning and must be prior to the Board of Aldermen.
4. Once all site plan revisions are complete, no less than two weeks prior to the Planning and Zoning meeting, the applicant will need to provide:
  1. 15 paper copies and one electronic version of the site plan, building elevations and floor plan. (Please staple and fold all drawings.)
  2. 15 paper copies and one electronic version of the applicant's petition letter.
  3. \$535.00 Conditional Use Permit fee to be paid in the Public Works office.
  4. Should the petitioner be a lessee (tenant), it will be necessary to provide written approval from the owner of the property with regard to the proposed Conditional Use Permit.

5. The City prepares and mails letters of the meeting details that will be delivered to the property owner and the petitioner.
6. The City publishes public notice in a newspaper of general circulation within the City, and provides written notice of a public hearing to those properties within 300' of the property.
  - a. The notice of a public hearing shall include:
    - a) The date of the filing
    - b) The case number
    - c) Pertinent information relevant to the application
    - d) A brief statement of the applicant's intent
    - e) The date of the public hearing
7. When the petitioner appears before the Planning, Zoning and Architectural Review Commission, the petitioner should be prepared to be sworn in, present their application, answer questions and otherwise address the Commission's concerns regarding the proposed conditional use.
8. The Commission will then discuss the application and vote to recommend approval or denial of the application. Should the Commission vote to recommend approval to the Board of Aldermen, a set of modifications or requirements may be prepared.
9. Following the Planning, Zoning and Architectural Review Commission's recommendation, the Board of Aldermen will consider, at a later date, the applicant's application following a public hearing. No less than one week prior to the Board of Aldermen meeting, the applicant must provide an additional 15 copies of the items listed in Section 4. The public will have an opportunity to review the proposal and provide comment. The applicant will again be sworn in and given an opportunity to present their application and answer questions from the Board of Aldermen.
10. Should the Board of Aldermen approve the application, an ordinance incorporating the conditions will be prepared. The Board of Aldermen may conduct a first and second (should the first reading be unanimous) reading of the ordinance. Once the two readings are completed, the Conditional Use Permit is complete and the applicant can then obtain the necessary zoning building/construction permits from Crestwood, St. Louis County, and the State of Missouri.
11. After the applicant's successful effort to obtain a Conditional Use Permit, it may be necessary for them to receive additional approvals (depending on the location and nature of the use) regarding landscaping, lighting, exterior signage, and any other required permits.
12. Further information regarding this process can be obtained from the Department of Public Works at 314-729-4720. The Planning, Zoning and Architectural Review Commission meets the first Wednesday of each month. The Board of Aldermen meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of most months.

**A typical Conditional Use Permit takes 30-90 days to receive all approvals needed to begin a project. Complex projects often take longer to receive complete approval.**



DEPARTMENT OF PUBLIC SERVICES
One Detjen Drive | Crestwood, MO 63126

Conditional Use Permit Application

Application Fee: \$535.00 (Check or cash due at time of application-non-refundable) Application Date: \_\_\_\_\_

NAICS CODE: \_\_\_\_\_ CITY CODE: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_

Municipal Zoning Classification: \_\_\_\_\_ Project Located in Flood Plain: Yes \_\_\_\_\_ No \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Name and Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Name and Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner or Authorized Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

OFFICE USE ONLY

Date of Planning & Zoning Meeting: \_\_\_\_\_ Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Board of Aldermen Meeting: \_\_\_\_\_ Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Final Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Section
Date Paid: \_\_\_\_\_ Payment Amount: \_\_\_\_\_
Payment: Cash \_\_\_\_\_ Check \_\_\_\_\_
Payment Received by: \_\_\_\_\_
Permit #: \_\_\_\_\_