

City of St. Joseph

1100 FREDERICK AVENUE, Room 107
Planning & C. D. Department
Planning & Zoning Division

ST. JOSEPH, MISSOURI 64501-2346
Telephone (816) 271-4773
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APPLICATION FOR APPROVAL OF ZONING DISTRICT CHANGE TO A PLANNED UNIT DEVELOPMENT

Non-Refundable Filing Fee Must be Attached: \$1,365.00

- **Street address of the Property:** _____
- **Legal Description of the Property (must be submitted digitally as well as written unless it is lot and block):** _____
- **Requested Zoning District:** _____
- On a separate sheet of paper, fully describe the activity for which you are applying for a Zoning District Change. Include proposed hours of operation, expected traffic volumes, staffing levels, parking availability and any other information that would be helpful. Please do not exceed one sheet of paper. This information will be included in a letter that will be sent to all property owners within 185 feet of your property.

THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF SAID ZONING DISTRICT CHANGE BY THE CITY OF ST. JOSEPH IN BELIEF THAT THE REQUEST CONFORMS TO CHAPTER 31 OF THE CODE OF ORDINANCES.

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 & commissions, and City departments.

- **Signature of Applicant:** _____
Print or type name: _____
Address of applicant: _____

Telephone number of applicant: _____

- **Signature of property owner or his/her legal representative** _____
Print or type name: _____
Address of property owner or his/her legal representative: _____
Telephone number of property owner or his/her legal representative: _____

Items to be submitted with application:

1. ___ This completed application -- all sections must be completed or application will be deemed invalid.
2. ___ Materials required on application checklist for zoning district change (see back).
3. ___ Planned Unit Developments and Planned Developments must also provide materials listed on PUD/PD checklist.
4. ___ One separate sheet of paper explaining intended use of property.
5. ___ Legal description in digital format (preferably e-mailed to the City Planner).
6. ___ \$1,365.00 non-refundable filing fee.
7. ___ Zoning map (see back).

To be completed by City staff only:

Current zoning of property: _____

Date application recvd: _____

Date filing fee recvd: _____

Staff initial: _____

Application Check List for Zoning District Change for Planned Unit Developments and Planned Developments

The following must be submitted prior to the application deadline. Otherwise, the application will be deemed incomplete and may result in unnecessary delays: (Please ✓ when complete)

A conceptual development plan that must include:

- ___ 1. The boundaries of the tract to be rezoned and the area adjacent for a distance of at least 500 feet.
- ___ 2. Legal description in digital form (preferably e-mailed to the City Planner).
- ___ 3. Existing and proposed topography. Contours shall not exceed ten ft. intervals and shall be on a plan at a scale of one inch equals 200 ft. or larger. The proposed topography shall be clearly delineated on the plan.
- ___ 4. The proposed location and arrangements of buildings, structures, parking areas, existing and proposed streets, drives and other public ways, public property, drainage, landscaping and other features of the proposed development.
- ___ 5. Sufficient approximate dimensions to indicate the relationship between buildings, streets, drives and property lines.
- ___ 6. A draft of conditions, covenants and restrictions (CC&Rs), easements, associations and maintenance agreements as well as specifications for ingress/egress to the property and any other legal requirements which will run with the property.
- ___ 7. Preliminary elevation and plan drawings of proposed buildings which sufficiently depict the architectural theme of the development.
- ___ 8. Preliminary sign program identifying common materials, sizes, heights and locations to be used on signs within the development. The materials used shall be consistent with the architectural theme of the buildings.