



## CONDITIONAL USE PERMIT APPLICATION

The decision to recommend approval or denial of the proposed conditional use shall be based on the following criteria:

- A. The use complies with all applicable provisions of the zoning ordinance.
- B. The use at the specified location will contribute to and promote the welfare and convenience of the public.
- C. The use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located.
- D. The use shall not dominate the immediate neighborhood. In determining whether the conditional use will so dominate the immediate neighborhood, consideration shall be given to:
  1. The location, nature and height of buildings, structures, walls and fences on the site; and
  2. The nature and extent of proposed landscaping and screening on the site.
- E. Off-street parking and loading areas shall be provided in accordance with the standards set forth in the zoning ordinance.
- F. Adequate utility, drainage and other such necessary facilities must be provided.
- G. Adequate access roads or entrance and exit drives must be provided. (Minimum 25' for 2-way and 14' for 1-way traffic.)
- H. In consideration of requests for any conditional use permits, the Planning and Zoning Commission/Board of Aldermen shall require such conditions of use as it deems necessary to protect the best interests of the City and the surrounding property and to achieve the objectives of the zoning ordinance.
- I. A time limitation may be required.

***Please Note:***

- Prior to approval of a Building Permit, a Construction Site Plan must be reviewed and approved by the City Engineer. In addition, the appropriate Fire Protection District will need to review and approve the development.
- Any signage to be placed on the subject property requires a separate Sign Permit or Master Sign Plan.
- Any business occupying the site requires approval of a Business License.
- All plans, architectural drawings, renderings or other materials or visual aids either submitted to the Commission and/or Board of Aldermen or presented at their meeting shall become the property of the City and part of the permanent record of any approval.

[√] CHECKLIST TO COMPLETE THIS APPLICATION

- [ ] Two (2) folded copies of a plot survey/sketch/site plan are provided. This plan shall be drawn to scale and prepared on sheet(s) not to exceed twenty-four (24) inches by thirty-six (36) inches and shall show the lot or lots included in the application; show all structures; give appropriate dimensions, utility easements and other information listed on this application.  
*Additional copies for distribution to Planning and Zoning Commission (P&Z) and Board of Aldermen members will be requested upon review by the City Engineer.*
- [ ] Electronic and paper copy of legal description of the property are provided. Electronic files may be sent via email to the City Engineer ([engineer@dardenneprairie.org](mailto:engineer@dardenneprairie.org)).
- [ ] Provide a list of the names and mailing addresses of property owners with property within an area determined by lines drawn parallel to and three hundred (300) feet distant from the boundaries of the subject property. Electronic files may be sent via email to the City Engineer ([engineer@dardenneprairie.org](mailto:engineer@dardenneprairie.org)).
- [ ] A good faith effort shall be made by the petitioner to notify by mail all property owners known to the petitioner whose property is within an area determined by lines drawn parallel to and three hundred (300) feet distant from the subject property of the time and place of the public hearings. Such notices shall be postmarked at least fifteen (15) days prior to the date of the hearings.

Date of 1<sup>st</sup> Public Hearing: \_\_\_\_\_ Postmark Deadline: \_\_\_\_\_

- [ ] The applicant is required to appear before the Planning and Zoning Commission and Board of Aldermen.

\*\*\*Before signing this application, make sure all items above are completed\*\*\*

_____	_____
Applicant's Signature	Date
_____	_____
Owner's Signature (additional below)	Date

**NOTE: By affixing signatures to this application form, the Applicant and Owner hereby verify that: they have reviewed the applicable zoning regulations; they are familiar with the specific requirements relative to this application; and they take full responsibility for this application. The above signatures further indicate that the information provided on this form and on any additional data attached hereto is true, complete, and accurate.**

## ***Example of Notice of Public Hearings to be Sent to Adjacent Property Owners***

Date: \_\_\_\_\_

Re: Notice of Public Hearings  
Dardenne Prairie, Missouri

Dear Property Owner:

Please be advised that the city of Dardenne Prairie, Missouri, will conduct a Public Hearing regarding a Conditional Use Permit application for a tract of land near your property before the Planning and Zoning Commission on Wednesday, [month] [day], [year], at 7:00 p.m., or as soon thereafter as same may be heard, at the city of Dardenne Prairie City Hall located at 2032 Hanley Road in Dardenne Prairie, Missouri, and before the Board of Aldermen on Wednesday, [month] [day], [year], at 7:00 p.m., or as soon thereafter as same may be heard, at the city of Dardenne Prairie City Hall located at 2032 Hanley Road in Dardenne Prairie, Missouri, concerning the following:

Name of Applicant:	_____
Name of Owner:	_____
Present Zoning Classification:	_____
Proposed Zoning Classification:	_____
Proposed Use:	_____
Property Location:	_____

Please be advised that you have the right to be heard at the public hearings. If you have any questions, feel free to contact me at (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ or the city of Dardenne Prairie at the telephone numbers listed below.

Sincerely,

\_\_\_\_\_  
Petitioner

cc: Kimberlie Clark, Dardenne Prairie City Clerk (636) 561-1718  
Luke R. Kehoe, P.E., CFM, Dardenne Prairie City Engineer (636) 978-6008