

## Planning and Zoning Commission Application Procedure

The Planning and Zoning Commission typically meets on the first Tuesday of each month in the City Hall Board Chambers, 1001 Schroeder Creek Blvd. at 6 p.m. Exact dates can be found on the City’s website at: [PZ Submittal Deadlines and Meeting Schedule](#).

An applicant must complete and submit the following items to the Community Development Department by the scheduled submittal date in order to be placed on the next month’s agenda.

- **APPLICATION FORM**  
All forms must be completed in full, including the signature of property owners. An incomplete application will NOT be accepted. All designated spaces on the form must be appropriately filled in prior to the filing of the application.
- **DRAWING CHECKLIST**  
Completed, signed and dated by the engineer for Site Plans, Preliminary Plats, Final Development Plans and/or Record Plats.
- **PROCESSING FEE**  
A filing fee is required for each of the following, as applicable.

Rezoning (dependent upon acreage)	4.99 acres or less: \$500 5.00 - 19.99 acres: \$600 20.00 - 49.99 acres: \$700 50.00 - 74.99 acres: \$800 75.00 - 99.99 acres: \$900 100.00 acres or more: \$1,000 Plus: cost of the legal notice advertising the public hearing(s) Plus: \$0.62 mailing fee for the notification of each adjacent property owner within a 300-foot radius of the subject site.
Conditional Use Permit	\$200 Plus: \$0.62 mailing fee for the notification of each adjacent property owner within a 300-foot radius of the subject site.
Site Plan Review	\$150
Preliminary Plat	\$200 - plus \$2.00 per lot/unit
Record Plat	\$100
<b>Temporary Use</b>	<b>\$50</b>
Planned Dev.: Preliminary Dev. Plan	\$200 Plus: \$2.00 per lot Plus: Rezoning Fee for the size of the lot (see Rezoning Fees above) Plus: cost of the legal notice advertising the public hearing(s) Plus: \$0.62 mailing fee for the notification of each adjacent property owner within a 300-foot radius of the subject site.
Planned Dev.: Final Development Plan	\$100
Planned Dev.: Amended Final Dev. Plan	\$300 Plus: cost of the legal notice advertising the public hearing(s) Plus: \$0.62 mailing fee for the notification of each adjacent property owner within a 300-foot radius of the subject site.

- **PAYMENTS**

The City accepts, cash, check or credit card in the above amount, this is a non-refundable fee. If you are paying by check, please make the check payable to the City of Wentzville. If paying by credit card there is an additional 2% charge to your account.

- **DRAWINGS**

Show all required information as noted on attached checklists, per specified application(s).

- One folded set of drawings (initial submittal), no larger than 24" x 36"
- One copy of plan - 11" x 17" in size
- Email the submittal information in .pdf format to [christy.mouser@wentzvillemo.gov](mailto:christy.mouser@wentzvillemo.gov)

- **VERIFICATION OF TAXES**

The City shall not accept or process any application that is delinquent on any City and/or County taxes until such time as all delinquent taxes are paid to the appropriate taxing authority, per Ordinance #2445, *please provide copy of the paid real estate tax receipt*. This can be done by calling St. Charles County Collector at (636) 949-7470 or emailing them at [www.saintcharlescountycollector.org](http://www.saintcharlescountycollector.org).

**THESE ARE THE MINIMUM SUBMITTAL REQUIREMENTS NEEDED FOR REVIEW. FAILURE TO PROVIDE ALL INFORMATION WILL RESULT IN APPLICATIONS BEING RETURNED.**

**Planning and Zoning Application**

DATE: \_\_\_\_\_ APPLICATION: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

**ACTION REQUESTED**

- Rezoning: From: \_\_\_\_\_ To: \_\_\_\_\_
- Conditional Use: Type: \_\_\_\_\_
- Site Plan Review \_\_\_\_\_
- Preliminary Subdivision/Plat Number of lots: \_\_\_\_\_
- Record Plat \_\_\_\_\_
- Planned Development: Type: \_\_\_\_\_
- Other: Type: \_\_\_\_\_

**SITE DATA INFORMATION**

- Attach location map
  - Attach legal description, boundary survey of property and/or plat
  - Property deed or Certificate of Title
- Area of site: \_\_\_\_\_ Present Zoning \_\_\_\_\_
- Adjoining Zoning: North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

**APPLICANT INFORMATION**

Print Name	Signature	Email Address
Phone#:	Cell#:	Fax#:
Address	City	State Zip

Applicant Status:     Corporation     Partnership     Individual

Relationship of Petitioner to Property:

Owner     Tenant     Letter from owner authorizing action

Other \_\_\_\_\_

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I (We) hereby certify that:

- I (We) have legal interest in the described property
- I am (We are) the duly appointed agent(s) of the petitioner(s) and that all information given herein is true and a Statement of Fact.

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Agent Name	Signature	Email Address
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Phone#:	Cell#:	Fax#:
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Address	City	State    Zip
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Engineer Name	Signature	Email Address
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Phone#:	Cell#:	Fax#:
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Address	City	State    Zip
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**PROPERTY OWNERS**

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Print Name	Signature	Email Address
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Phone#:	Cell#:	Fax#:
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Address	City	State    Zip
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Print Name	Signature	Email Address
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Phone#:	Cell#:	Fax#:
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Address	City	State    Zip
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**FOR CITY USE ONLY**

Date Received: _____	Total Received:\$ _____
Agenda Date: _____	Check #: _____
Signature: _____	Receipt #: _____