

# GUIDELINES: CONDITIONAL USE PERMIT **Wentzville** Missouri®

Conditional Uses are special uses embodied in the different Zoning Districts that are permitted only upon review by the Planning and Zoning Commission and approval by the Board of Aldermen. These special uses are commonly approved based upon certain conditions being met. Detailed information can be found in the Municipal Code under Article VIII.

## Regulations:

- The establishment, operation and maintenance of the conditional use will not be detrimental to or endanger the public's health, safety, comfort, or welfare.
- The Conditional Use will not be injurious to the use and enjoyment of the property in the immediate vicinity for the uses permitted, nor substantially diminish and impair property values within the neighborhood.
- The establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the Zoning Regulations and/or the Comprehensive Plan.
- Adequate utilities, parking, access roads, drainage, and/or other necessary facilities will be provided.
- Adequate measures will be taken to provide ingress and egress designed to minimize accidents and traffic congestion.
- The Conditional Use shall in all other aspects conform to the applicable regulations of the Zoning District in which it is proposed and the Board of Aldermen shall find that there is a necessity for the Conditional Use.
- Public Hearings are required for Rezoning applications; property owners within a 300 foot radius will receive a notification. Letters of support or opposition may be submitted on behalf of the application. The applicant may coordinate with adjacent property owners and HOA Trustees to discuss the proposal, answer questions and encourage participation in the Public Hearings.

## City Meetings:

- Pre-Application Meeting with City of Wentzville, Planning Division.
- One meeting before the Planning Commission and one meeting before the Board of Aldermen.
- Submittal Deadline and Meeting Dates can be found under Planning at: **[www.wentzvillemo.gov/PZInfo](http://www.wentzvillemo.gov/PZInfo)**.

## How to Apply for a Conditional Use Permit

- Create an account or log in at [www.wentzvillemo.gov/CustomerPortal](http://www.wentzvillemo.gov/CustomerPortal).
- Select: Planning Applications, Conditional Use Permit.
- Upload a Site Plan or Floor Plan to include: Photometrics, Landscaping, Fencing, Etc.
- Upload Colored Building Elevations.
- Upload Written Development Plan.
- Upload Legal Description.
- Upload Warranty Deed.
- Upload the Current year's Paid Tax Receipt.
- Pay fees online.

**Fee: \$200**  
**Plus \$.062 mailing fee**  
**for each property owner**  
**within a 300 foot radius**

## Questions?

Contact the Community Development Department!



(636) 639-2032



[CommunityDevelopment@wentzvillemo.gov](mailto:CommunityDevelopment@wentzvillemo.gov)



[www.wentzvillemo.gov/CDD](http://www.wentzvillemo.gov/CDD)

