



City of Ellisville

One Weis Avenue

Ellisville, MO 63011

(636) 227-9660 FAX: (636) 227-9486

APPLICATION FOR REZONING/TEXT AMENDMENT

(please type or print)

**ALL APPLICABLE SECTIONS OF APPLICATION MUST BE COMPLETE.
APPLICATION MUST BE CONSISTENT WITH SUBMITTED MATERIALS. PLANS MUST BE
FOLDED TO APPROXIMATELY 8 ½ x 11 or 8 ½ x 14 IN SIZE. A \$200.00 APPLICATION FEE AND
\$50.00 PUBLIC HEARING DEPOSIT MUST ACCOMPANY THIS APPLICATION**

**NOTE: IF FILING MULTIPLE APPLICATIONS WHICH REQUIRE A PUBLIC HEARING,
ONLY SUBMIT ONE FEE (\$50) TO COVER ALL PUBLIC HEARINGS.**

Property Address: _____

Applicant: _____

Project Name: _____

PART A: REZONING (LOT AND ZONING INFORMATION)

Existing No. of Lots: _____ Lot Size(s): _____ Proposed No. of Lots: _____ Lot Size(s): _____

Existing zoning _____ Proposed Zoning: _____

PART B: TEXT AMENDMENT

Existing Text:

Proposed Text:

PART C: COMPREHENSIVE PLAN

Explain how the proposed rezoning/text amendment is consistent with the Comprehensive Plan.

PART D: CRITERIA

It shall be the responsibility of the applicant to clearly establish that the following criteria are met: (Respond Yes or No).

- _____ a. Will the character of the neighborhood be negatively affected?
- _____ b. Will traffic conditions be negatively affected?
- _____ c. Will the change increase fire hazards?
- _____ d. Will public utility facilities be negatively affected?
- _____ e. Will other matters pertaining to the public health, safety and general welfare of the community be negatively affected?

PART E: ENVIRONMENTAL STATEMENT

Will the proposed request will not adversely impact the environment?: _____

Has a Phase I Assessment or Phase II Environmental Report/Study been prepared in association with this request?

_____ (Yes or No) If yes, please submit a copy of the report/study with this application.

By filing this application you acknowledge and are aware that the City may require a partial or comprehensive environmental assessment, impact analysis, or report, in conformity with Chapter 415, Environmental Report of the Land Use Regulations, at any time during the application or approval process.

PART F: PROCESS

1. The City offers all applicants the opportunity to meet with City staff at any time to discuss a project. Please contact the City Planner to schedule a meeting: Ada Hood, ahood@ellisville.mo.us or via phone 636-227-9660.
2. The City also offers all applicants the opportunity to meet with the City Council in a Preliminary Conceptual Meeting. The Preliminary Conceptual Meeting is designed to provide the applicant with an opportunity to present a concept to the City Council for initial feedback, before the applicant incurs significant costs for detailed drawings or plans. The meeting is informal and non-binding. There is no cost to schedule a meeting, an applicant need only submit the Preliminary Conceptual Meeting form at least seven (7) days prior to the regularly scheduled City Council meeting date.
3. All requests for Rezoning and Text Amendments must be made by submitting the Application Cover Sheet and the Rezoning/Text Amendment Application form, associated fees and plans.
4. To initiate the process, please submit one copy of the application forms and nine (9) copies of the plans for 'staff review.' This initial submittal must be made a minimum of thirty (30) days prior to the Planning and Zoning Commission meeting date. In the case of high traffic uses, where a traffic impact study will be required, the submittal should be made at least forty-five (45) days prior to the Planning and Zoning Commission meeting date. Staff will route the plans to various departments and applicable agencies for their review. Within fifteen (15) days of receipt of submittal, the City Planner shall notify the applicant of any deficiencies or the application shall be accepted for consideration by the Planning and Zoning Commission, unless said timeframe is mutually waived. The applicant must respond to the City Planner's list of deficiencies within seven (7) days to be scheduled at the next Planning and Zoning Commission meeting. Delays in resubmitting will delay consideration of the application to the following month. Applicants must respond to the City Planner's list of deficiencies within thirty (30) days or the application is deemed void, unless such timeframe is mutually waived. The resubmittal should include revised applications and documents, as applicable, and twenty-five (25) sets of plans, folded to approximately 8 ½ x 11 or 8 ½ x 14 in size.
5. The Planning and Zoning Commission shall hold a public hearing. The Planning and Zoning Commission will consider the request and make a recommendation to the Council within sixty (60) days of official submission to the Commission unless said time period is extended by mutual agreement in writing. The failure of the Commission to act within sixty (60) days after the date of official submission to it shall be

deemed approved. The *"date of official submission"* shall mean the date of the first (1st) official Planning and Zoning Commission meeting during which the application is received and placed on the agenda for consideration.

6. Upon receipt of the recommendation, the City Council shall hold a public hearing in relation to the request. The City Council may, at its discretion, add to or delete conditions recommended by the Planning and Zoning Commission. The City Council may refer the application back to the Planning and Zoning Commission for further study before making its final decision. The decision rendered by the City Council shall require a simple majority vote except that a vote of at least five (5) members of the City Council will be required to approve any application contrary to the Planning and Zoning Commission recommendation.

PART G: CHECKLIST

- _____ Completed Application Cover form (only one form is needed per project)
- _____ Letter addressed to the City Council describing the request (who, what, where, when, why, etc)
- _____ Additional information to be placed on or submitted with the application/site plan beyond the requirements listed below may be requested by the Council and/or the City Planner. The Council and/or the City Planner may also waive the submission requirement for any of the same.

For Zone Change:

- _____ a. Location map, including north arrow and map scale.
- _____ b. Existing and proposed zoning district, subdivision name, lot number, dimensions and area of the property proposed for rezoning, and zoning of adjacent parcels where different than said subject property.
- _____ c. A certified metes and bounds description of the property which would be affected by the proposed zoning district change.
- _____ d. Proposed use of the subject property, if any.
- _____ e. Location and identification of all right-of-ways and easements (existing and proposed).

For Text Amendment:

- _____ a. A detailed description of the proposed amendment, supplement, change, modification or repeal of any provision of the Land Use Regulations.
- _____ b. The specific reason(s) the applicant is seeking the desired amendment, supplement, change, modification or repeal of any provision of the Land Use Regulations.
- _____ c. The Section(s) of the Land Use Regulations that would be impacted and the extent of this impact. If more than one (1) Section would be affected, each individual impact is to be detailed separately.
- _____ d. Name, address and telephone number of the person or firm submitting the application, the submitter's legal interest