

**CITY OF FENTON  
COMMUNITY DEVELOPMENT DEPARTMENT**  
625 New Smizer Mill Road  
Fenton, MO 63026  
(636) 349-8110

**SPECIAL USE PERMIT APPLICATION CHECKLIST**

A **complete** application for Special Use Permit must be received by the Community Development Department no less than thirty (30) days prior to the next Planning and Zoning Commission Meeting in order to be placed on the agenda for consideration. ***Partial or incomplete applications will not be accepted.***

Please review the checklist below to verify that your application is complete before submitting materials to the Community Development Department. *Please check-off below that all items are included in your submittal, and sign at the bottom.*

---

---

**REQUIRED DOCUMENTS FOR A COMPLETE SPECIAL USE PERMIT APPLICATION:**

- One (1) Petition for Special Use Permit: All blanks completed, application signed and notarized.
- One (1) legal property description.
- One (1) letter of property owner consent (if you are not the owner), or proof of ownership-under-contract.
- One (1) check for \$300 fee payable to 'City of Fenton'.
- One (1) letter of justification describing the need for a Special Use Permit and the effect of the use on surrounding properties (*see Section 420.020 (B.I) of the Zoning Code*).
- One (1) Survey Plat/ Site Plan of the property (*see item E on the Petition and Section 420.020 (B.I) of the Zoning Code -- attached*).
- Twenty-five (25) full-sized copies of all items/plans, plus one 11"x17" or 8½"x11" copy of all items/plans if the full-sized documentation is larger than 11"x17".

***NOTE: A pre-application conference with the Community Development Director is encouraged.***

---

---

I/we (Petitioner) \_\_\_\_\_ do submit the attached application for a Special Use Permit for (project name) \_\_\_\_\_ at (address) \_\_\_\_\_ and verify that all of the required documents are attached herewith. I understand that in order for my case to be placed on the agenda, all required materials must be received within 30 days of the next scheduled public hearing meeting. *If the application and materials are incomplete or are returned for corrections by the Community Development Director, placement of my case on an agenda will be delayed until such time as all required materials are received within the 30-day requirement.*

Signed: \_\_\_\_\_

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

**City of Fenton**  
**Community Development Department**  
625 New Smizer Mill Road  
Fenton, MO 63026  
(636) 349-8110

**PETITION FOR SPECIAL USE PERMIT**

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

PETITION NO.: \_\_\_\_\_

DATE PAID: \_\_\_\_\_

FEE: \_\_\_\_\_

I (we), the petitioner(s) \_\_\_\_\_  
am (are) seeking a **Special Use Permit** from the City of Fenton. I understand this petition will be scheduled for a public hearing with the Planning and Zoning Commission of the City of Fenton and a recommendation from this Commission will be made to the Board of Aldermen for a final decision.

I. The following information is required to complete this application:

A. Reason this Special Use Permit is being requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(separate letter may be attached)*

B. Describe your legal interest in the property or state the name of the person or firm you are representing: \_\_\_\_\_

*(if Petitioner is not the owner, a letter of legal consent from the property owner is required)*

C. Address of property: \_\_\_\_\_

D. Legal description of property; attach if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. A survey or plat of property, drawn to scale of 100 feet or less to the inch, showing nearest street intersection, dimensions of property, and north point must be attached to this petition. Outline portion of which Special Use Permit is petitioned showing appropriate angles, bearings, and distances.

F. Size of parcel to the nearest tenth of an acre: \_\_\_\_\_

G. Returned signed and notarized application, fee and 25 full-sized sets of any plans to the Community Development Department. Please include one 8½"x11" or 11"x17" size plan if the full-sized documentation is larger than 11"x17".

II. The petitioner(s) further state(s) that the property described is:

A. Presently zoned: \_\_\_\_\_ district,

B. Presently used for: \_\_\_\_\_

III. Applicant's "Justification Statement" (why use is needed and applicant's opinion as to affect of use on surrounding properties.) *May be attached as separate document*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (we) hereby certify that I (we) have a legal interest in the described property or I (we) am (are) the duly appointed representative(s) of the petitioner and that all information given herein is true and a statement of fact. As owner(s) or petitioner(s), I (we) will comply with all requirements and conditions set forth by the City of Fenton Planning and Zoning Commission and Board of Aldermen.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Petitioner's Signature)

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**SEAL:**

\_\_\_\_\_  
(Notary Public)

My commission expires: \_\_\_\_\_, 20\_\_\_\_

.....  
**REMINDER:** Applications, all attachments, and fee must be received by the Community Development Department at least **thirty (30) days prior to the next Planning and Zoning Commission Meeting** in order to be placed on the agenda for consideration.

# IMPORTANT NOTICE

## Petitions for Public Hearing

- The Planning and Zoning Commission holds a public hearing on the first Tuesday of every month, 7:00 p.m., at the City of Fenton City Hall, 625 New Smizer Mill Road.
- Prior to the public hearing, the City must have your completed application and other documents delivered to the Community Development Department thirty (30) days in advance of the Commission's next meeting date to post the required public notice. Staff will determine whether the petition will be on the Planning and Zoning Commission agenda for the following meeting.
- Your attendance at the Planning and Zoning Commission meeting is mandatory. Failure to appear will result in a Commission recommendation to continue or deny your request.
- The Planning and Zoning Commission will make their recommendation for approval or denial of your petition to the Board of Aldermen, which meets the fourth Thursday of every month.
- The Board of Aldermen will have final approval or denial of the petition. Three readings by the Board of Aldermen are required for final approval. If your petition is approved, it will be read two times at one meeting by title only; and the third reading will occur at the next monthly Board of Aldermen meeting. *(It is possible to receive all three readings on the same night.)*

**If you have any questions, please do not hesitate to call the Community Development Department at (636) 349-8110.**

## **STANDARDS OF SPECIAL USE (All Zone Districts)**

The Special Use may be granted at the discretion of the Board of Aldermen if the Special Use:

1. Said use is designated, located and proposed to be operated in a manner that the public health, safety and general welfare will be protected.
2. Visual compatibility with adjacent land uses and surrounding area; including building height, form, materials and landscaping.
3. Accessibility of the property to police, fire, refuse collection and other municipal services; adequacy of ingress to and within the site; traffic control; adequacy of off-street parking.
4. Said use will not cause substantial injury to the value of adjacent parcels or other property in the surrounding area.
5. The use authorized by Special Use Permit will conform to the applicable regulations of the district in which it is to be located.