

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

**ZONING TEXT AMENDMENT APPLICATION CHECKLIST**

A **complete** application for a Zoning Text Amendment 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.*

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**REQUIRED DOCUMENTS FOR A COMPLETE ZONING TEXT AMENDMENT APPLICATION:**

- Petition for Zoning Text Amendment: All blanks completed, application signed and notarized.
  
- Check for \$200 fee payable to 'City of Fenton'.

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

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I/we (Petitioner) \_\_\_\_\_ do submit the attached application for a Zoning Text Amendment 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 ZONING TEXT AMENDMENT**

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

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

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

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

**TO THE BOARD OF ALDERMEN OF THE CITY OF FENTON**

- I. Now comes \_\_\_\_\_ and state(s) to the Board that he/she/they have the legal interest in property in the City of Fenton, St. Louis County, State of Missouri, which would be affected by the text amendment requested by this petition.
  
- II. The petitioner(s) further request(s) that the Zoning Ordinance be amended by the following:

I (we) hereby certify that I (we) have a legal interest 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.

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

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

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

Phone:(\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

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

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

**SEAL:**

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

My commission expires: \_\_\_\_\_

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**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.**