

## PLANNING AND ZONING COMMISSION CONDITIONAL USE PERMIT APPLICATION

APPLICANT:

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

\_\_\_\_\_  
(Address)

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

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Email)

LOCATION OF PROPERTY/DEVELOPMENT (ADDRESS/NAME): \_\_\_\_\_

OWNER(s) (attach additional)

Contract Purchaser/Developer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

LEGAL DESCRIPTION OF PROPERTY (other than address) \_\_\_\_\_

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EXISTING ZONING: \_\_\_\_\_ PROPOSED ZONING: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

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FEES: A non-refundable fee of **\$100** shall be paid by the applicant. Applicant shall also submit a **deposit in the amount of \$500** and shall upon demand make an additional deposit for fees exceeding the amount or shall be refunded remaining deposit if charges are less.

*(Checks must be made payable to the City of New Melle)*

CHECKLIST TO COMPLETE THIS APPLICATION:

\_\_\_\_\_ A scaled map of subject property, correlated with the legal description and clearly showing the property's location.

\_\_\_\_\_ Provide a list of the names and mailing addresses of property owners with property within an area determined by lines drawn parallel to and two hundred fifty (250) feet distance from the boundaries of the subject property. Electronic files may be sent via email to the City Clerk.

R-1A	250 feet
R-1B	250 feet
CO	500 feet
C-1	500 feet
C-2	1000 feet
C-3	1000 feet
I-1	1000 feet
I-2	1000 feet
AG	1000 feet
P-R	1000 feet
R-1C	185 feet
R-1D	185 feet

*Please Note:*

Prior to approval of a Building Permit, a Construction Site Plan must be reviewed and approved by the City Engineer/Building Official. In addition, the appropriate Fire Protection District will need to review and approve the development.

Any signage to be placed on the subject property requires a separate Sign Permit.

Any business occupying the site requires approval of a Business License.

City of New Melle  
145 Almeling Street  
PO Box 114  
New Melle, MO 63365

(636) 828-4807

[newmellecity@centurylink.net](mailto:newmellecity@centurylink.net)  
[www.cityofnewmelle.org](http://www.cityofnewmelle.org)

In reviewing any application for conditional use, the Planning and Zoning Commission shall identify and evaluate all factors relevant to the application and shall report its findings in full, along with its recommendation, to the Board of Aldermen. The facts to be considered by the Commission include:

1. Use limitation and/or requirements.
2. Height, area and setback limitations and/or requirements.
3. Parking and loading limitations and/or requirements.
4. Sign limitations and /or requirements.
5. Architectural elevations limitations and/or requirements of any proposed structures.
6. Landscaping limitations and/or requirements.
7. Limitations as specified in the New Melle Zoning Ordinance on conditional use.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature (additional below)

\_\_\_\_\_  
Date

Note: By affixing signatures to this application form, the Applicant and Owner hereby verify that they have reviewed the applicable zoning regulations, they are familiar with the specific requirements relative to this application; and they take full responsibility for this application. The above signatures further indicate that the information provided on this form and on any additional data attached hereto is true, complete, and accurate.