



Instructions for Filing APPLICATION FOR SPECIAL USE PERMIT

Filing Date _____

1. Generally, the Plan Commission meets on the first and third Wednesday of each month at 7:00 p.m. Applications and supporting materials are accepted at any time. Upon submittal of all requirements and Staff review, the Applicant will be placed upon the next available Plan Commission meeting agenda. Deficient applications may be delayed or postponed at the discretion of the Director of the Department of Planning and Development.
2. The Applicant must submit the following:
 - Application for Special Use Permit
 - 1 copy of legal description
 - Submit 10 copies of site plan to be submitted for staff review. After review by City, submit 15 plans for Plan Commission.
 - Special Use Permit Application Fee- \$250

All plans must be prepared and sealed by a registered land surveyor engineer, or architect or landscape architect.

3. Once an application has been filed, the Applicant has three (3) days to withdraw the application. Withdrawal must be submitted in writing to the Department of Planning and Development.
4. The Plan Commission meetings begin at 7:00 p.m. At the meeting, the Plan Commission will consider the Staff report and hear testimony from the Applicant and members of the public. The Applicant or other project representative should attend the Commission meeting. After the public portion of the meeting is concluded, the Commission may recommend approval, denial, or postpone a decision until the next meeting.
5. Upon review and a recommendation by the Plan Commission, the petition will be forwarded to the City Council for a public hearing. The public hearing must be advertised no less than ten (10) days in advance and notification to all property owners within 185 feet is required.
6. If you need more information or if you have questions, please contact the Department of Planning and Development at (314) 524-5197.



Special Use Permit Site Plan Checklist

Information to be shown on site plan or supporting material. Site plans shall be no smaller than 11x17. Please complete and initial each item and return this checklist with the application and site plan.

General Requirements

- Project name
- Property owner's name and address
- Applicant's name and address
- Name of person or company preparing the plan
- Date, scale, and north arrow
- Lot or parcel number and address
- Vicinity map
- Proposed use of property to be developed
- Existing zoning of the property and adjoining properties
- Required yard setbacks appropriately dimensioned
- Total acreage
- Total number of lots and minimum lot sizes (if applicable)
- Property lines and dimensions (showing bearings and distances)
- All contiguous property under the ownership or control of the applicant. Areas not planned for development at the time of submittal shall be shown as "Future Development".
- Building heights
- For multi-family and non-residential developments, the approximate location and arrangement of existing buildings, parking areas, and other improvements including stormwater detention areas and all required buffers.
- Minimum 100' off site showing all improvements in right-of-way
- Proposed covenants, deed restrictions, or special agreements
- Maximum signs permitted
- Proposed sign locations, dimensions, and square feet
- Hours of operation
- Recording block for St. Louis County Recorder of Deeds

Parking and Circulation

- Location of ingress and egress points
- Service areas and loading spaces including dimensions
- Estimated number of vehicles per day by access point (indicate any vehicles over 10,000 pounds gross weight)
- Calculations on required number of off-street parking spaces
- Parking spaces, numbered by bays (required minimum dimensions for standard bays 9' x 19')
- Vehicles to be parked or stored outside
- Waiting spaces for drive-in facilities
- Size, location, and names of adjoining existing streets or access drives and proposed right-of-ways and roadways
- Properties fronting St. Louis County and/or Missouri Department of Transportation right-of-ways require separate submittal with copy of submittal letter sent to the City of Ferguson.
- Location of existing and proposed sidewalks
- Note any delivery traffic that does not fall between 7:00 a.m. and 6:00 p.m.

Landscaping, Screening, and Lighting Plan

- Night lighting - location and foot-candles
- Location, type, and height of fences or screening
- Landscaped areas including major trees to be retained and trees to be planted
- Areas for open storage and type of screening
- Dumpster location, screening detail

Grading, Utility, and Drainage Plan

- Location of 100-year floodplain and other water courses
- Topography with contour intervals no greater than 10 feet
- Drainage- show by arrows the direction of storm drainage runoff and the existing drainage facility that will receive the runoff
- Utilities- show the location of transformers, water connections, sanitary sewers

Fire Protection

- Fire lane locations
- Location of fire hydrants

Additional information may be requested, if necessary, to review your project adequately.



Application for SPECIAL USE PERMIT

Applicant Information:

Name: _____

Address and Phone: _____

Phone: _____ Fax: _____

Property Owner Name: _____

Address: _____

Phone: _____ Fax: _____

Project Address/Location: _____

Legal Description and Address of Subject Property (attach if necessary)

Present zoning of property: _____ Present use: _____

Description of property: _____

Width (frontage) _____ Depth: _____ Area (sq. ft.) _____

Project Description (attach if necessary)

Acknowledgement and signature:

The undersigned hereby represents upon all the penalties of the law, for the purpose of inducing the City of Ferguson, Missouri, to take action herein requested, that all statements herein are true in that all work herein mentioned will be done in accordance with the ordinances of the City of Ferguson.

Date

Signature of Applicant

Date

Signature of Owner