



# Special Use Permit Application

City of Ferguson  
Planning & Development Department

## OFFICE USE

Permit Number

### APPLICANT & OWNER INFORMATION

Project Address <sup>1</sup> :		Date:	
Owner Name:		Owner Phone:	
Owner Address:			
Email Address:		Fax Number:	

### PROPERTY INFORMATION

Present Zoning:		Present Use:	
Description of Property:			
	Width (Frontage):	Depth:	Area (sq.ft.):
Project Description <sup>2</sup> :			

View Site Plan Requirements at [fergusoncity.com/DocumentCenter/View/5463/Site-Plan-Requirement-Checklist](https://fergusoncity.com/DocumentCenter/View/5463/Site-Plan-Requirement-Checklist)

An application shall be accompanied by the following:

- 1) **Legal Description of the Property**
- 2) **Twenty (20) physical copies of the site plan (Staff, Plan Commission, & City Council review), and one (1) electronic copy**
- 3) **\$250.00 Non-refundable Special Use Permit Fee**

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, Missouri.

Signature of Applicant:		Date:	
Print Name:		Cellular Phone:	
Signature of Owner:		Date:	
Print Name:		Cellular Phone:	

**Submit complete application to [plandev@fergusoncity.com](mailto:plandev@fergusoncity.com)**



# Instructions for Special Use Permit Application

City of Ferguson

Planning & Development Department

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/site plans 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:
  - a. Application for Special Use Permit
  - b. 1 copy of legal description
  - c. Twenty (20) physical copies of the site plan (Staff, Plan Commission, & City Council review), and one (1) electronic copy
  - d. Site Plan Review Fee- \$250 non-refundable

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 the major site plan shall be approved, disapproved, or approved with conditions. The Applicant or other project representative should ... attend the Commission meeting. If a site plan is denied, the Applicant may appeal this decision to the City Council.
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. For more information, please contact the Department of Planning and Development at (314) 524-5197.
7. Special Use Permits are not guaranteed, and the process can take 6-8 weeks
8. For a Site Plan Requirement Checklist, please visit <https://www.fergusoncity.com/DocumentCenter/View/5463/Site-Plan-Requirement-Checklist>