



Jefferson County Planning Division
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 Hillsboro, MO 63050
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 www.jeffcomo.org

CONDITIONAL USE APPLICATION

Location _____
 Parcel Number(s) _____
 Address _____

File No _____
Date _____

Applicant's Name _____
 Address _____
 Phone _____
 E-mail _____

Owner Name _____
 Address _____
 Phone # _____
 Email _____

Zone District _____ Total Acres _____

Existing Use(s) _____ Acres _____

Proposed Use(s) _____ Acres _____

Political Township _____ Council District _____ Proof of Ownership _____

P&Z Meeting Date _____ @ 6:30 PM C. C. Meeting Date _____ @ 6:30 PM

Provide Additional Condition Checklist when applicable

Filing Fees

\$300.00 Filing Fee

\$ _____ Mailing Fee (# of Notifications* _____ x \$2.00)
* All Property Owners within 600 feet

\$ _____ Total (Due at time plat received)

Check No. _____

Receipt No. _____

Applicant's Signature _____ Date _____

Planner's Signature _____ Date _____

Conditional Use Application

APPLICATION DISCLAIMER

File No. _____

I, the undersigned, have reviewed the attached information and found it to be correct. I also understand that the above items are required for my application to be considered complete and for it to be scheduled on the agenda for the Planning and Zoning Commission and the County Commission.

Applicant's Signature

Date

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I, _____, am the owner of the attached referenced property and do hereby give my permission to _____ to be my agent and represent me in requesting a Zone Change, Conditional Use, or Development Plan approval for that property. I have read the attached information regarding the property and find it to be correct.

Owner's Signature

Date

Conditional Use Application

The following information (where applicable) needs to be submitted with this application.

1. **Accurate legal description of the property for which the application is submitted. A survey plat with deed calls on lines is evidence of legal description closure;**
2. **Historic use of the property for the past twenty years;**
3. **Any technical studies that may be required by the Director pursuant to Section 400.950;**
4. **A statement of the existing use and the intended use of the property, and the reasons why a conditional use permit is being requested, and any other information that may be useful;**
5. **A statement of the availability of urban services (water, sewer, transportation access, etc.) that exist or are proposed to serve the land area covered by the application;**
6. **Small location map of the site with north arrow and scale;**
7. **Sketch plan of the property showing the location of the existing uses and the location of the proposed uses, including distances between the uses and distances to the property lines.**

Conditional Use Application

Criteria For Considering Applications. In considering an application for any rezoning, conditional use permit, conceptual development plan, or preliminary development plan, the Planning Commission and the County Council may give consideration to the criteria stated below, to the extent they are pertinent to the particular application. The Planning Commission and County Council may also consider other factors that may be relevant to a particular application.

1. The character of the neighborhood.
2. The extent to which the existing uses and any proposed uses of the property are compatible with the zoning and uses on adjacent properties.
3. The extent to which the proposed use facilitates the adequate provision of transportation, water, sewerage, schools, parks and other public requirements.
4. The suitability of the property for the proposed conditional uses.
5. The length of time, if any, the property has remained vacant as zoned or vacant under a previous conditional use permit.
6. The extent to which the proposed use will negatively affect the character of the property and neighboring property.
7. The extent to which the proposed use will seriously injure the appropriate use of, or detrimentally affect, neighboring property.
8. The extent to which the proposed use will adversely affect the capacity or safety of the portions of the street network impacted by the use, or present parking problems in the vicinity of the property.
9. The extent to which the proposed use will address and conserve the natural resources of the site, effectively manage storm water runoff, and prevent air, water, and noise pollution and conserve habitat.
10. The impact the proposed use has on achieving the goal of economic diversity in the community.
11. The ability of the applicant to satisfy any requirements applicable to the specific use imposed pursuant to this UDO.
12. The extent to which public facilities and services are available and adequate to meet the demand for facilities and services generated by the proposed use.
13. The gain, if any, to the public health, safety and welfare due to approval of the application.
14. The conformance of the proposed use to the Official Master Plan and other adopted planning policies.
15. The analysis by professional staff.