



2348 S. Brentwood Blvd, Brentwood, Missouri 63144
 Tel. 314.963.8602 www.brentwoodmo.org

**PLANNING & ZONING COMMISSION AGENDA APPLICATION
 CONDITIONAL USE PERMIT**

Property Information: _____

Location of Project: _____

Development Name (if any): _____

Current Zoning: _____

Prior CUP Approvals (if known) _____

Applicant:

Architect _____ Engineer _____ Contractor _____ Agent _____ Owner _____

<p>Applicant:</p> <hr/> <p><i>Name</i></p> <hr/> <p><i>Company (If Applicable)</i></p> <hr/> <p><i>Address</i></p> <hr/> <p><i>Address</i></p> <hr/> <p><i>Telephone #</i></p> <hr/> <p><i>Fax #</i></p> <hr/> <p><i>Email</i></p>	<p>Applicant's Representative:</p> <hr/> <p><i>Name</i></p> <hr/> <p><i>Company (If Applicable)</i></p> <hr/> <p><i>Address</i></p> <hr/> <p><i>Address</i></p> <hr/> <p><i>Telephone #</i></p> <hr/> <p><i>Fax #</i></p> <hr/> <p><i>Email</i></p>
<p>Owner Acknowledgement:(if different from applicant):</p> <p><i>Name</i> _____</p> <p><i>Telephone #</i> _____ <i>Email</i> _____</p> <hr/> <p align="center"><i>Owner's Signature</i></p>	

Description of Requested Use (attach additional sheets as needed)

General Description of Business: _____

Gross Floor Area – Existing and Proposed: _____

Number of Seats (for restaurant only): _____

Number of Employees at the busiest shift: _____

Hours of Operation: _____

Current or Most Recent Use of the Property: _____

Will the applicant apply for a liquor license: Yes ___ No ___

Rationale

Please describe in detail, on an attached sheet, the reasons why you believe the request for a conditional use permit should be approved and what steps are being taken to lessen any impacts on surrounding residences and businesses. An explanation of the building and landscape designs (if changes are proposed) should also be included.

Submittal Checklist

- | | |
|------------------------------------|--|
| Site Plan | Building Elevations (new construction) |
| Landscape Plan | Material Sample |
| Floor Plan | Access & Parking Plan (shown on site plan) |
| 5 Paper Sets of Plans | Legal Description |
| Completed Application | Rationale |
| Electronic Copies of all Materials | \$100 Application Review Fee |

Paper copies must be separated by set and folded to be no larger than 9"X 14".

Preferred P& Z Review Date: Wednesday, _____, 20_____.

***Confirm schedule and available meeting dates with Planning staff.**

CONDITIONAL USE PERMIT

Procedure for Conditional Use Permit Application

The purpose of the Conditional Use Permit is to provide the City with a procedure for determining the appropriateness of a proposed use not authorized as a matter of right by the regulations of the district in which the use is proposed to be located. The appropriateness of the use shall be determined in consideration of surrounding uses, activities, and conditions of the site and of surrounding areas. Based upon this determination, the City may decide to permit, reject, or permit conditionally the use for which the Conditional Use Permit is sought.

The Board of Alderman (BOA) may authorize, under prescribed conditions, the construction or undertaking of any conditional use that is expressly permitted as a conditional use in a particular zoning district; however, the City reserves full authority to deny any request for a conditional use, to impose conditions on the use, or to revoke approval at any time, upon a finding that the permitted conditional use will or has become unsuitable and incompatible in its location as a result of any nuisance or activity generated by the use.

This outline is intended to serve as a guide to the procedures associated with the obtaining of a Conditional Use Permit. This outline of procedures and requirements does not substitute for the adopted ordinances of the City of Brentwood. It is intended solely to serve as a convenience to the applicant, and should conflicts be found between this outline and the ordinances, the ordinances shall prevail.

Overview of Submittal Requirements

The following is a list of minimum requirements for the review of a Conditional Use Permit:

- Planning and Zoning Commission agenda application.
- Conditional Use Permit petition (including proof of contract and the legal description)
- Filing Fee -**\$100.00**
- Floor Plan and Site Development Plan.
- Rent Roll including square footage of each business (for tenant spaces only).
- Electronic copy of all materials. (USB)

An application will not be accepted unless all above items have been received.

Submittal Requirements

- 1) Submit one (1) completed Conditional Use Permit Petition, properly signed, and dated, along with required supplemental data, to the Planning & Development, 2348 S. Brentwood Blvd, Brentwood, Mo 63144.

The supplemental information must include:

- a) Proof of Ownership, i.e., title or option contract or, if the applicant is a tenant, a copy of the lease or proposed lease and an affidavit by the owner of the property acknowledging the tenant's right to apply for a Conditional Use Permit at the subject location.
- b) b. Legal description of the property upon which the Conditional Use Permit will be located.

- 2) The petition must be accompanied by a \$100.00 (if check, made payable to the City of Brentwood)
- 3) The Conditional Use Permit petition must be accompanied by a site development plan drawn in accordance with the standards listed in Section 400.670 of the zoning regulations. A floor plan showing the proposed internal layout of the proposed use shall accompany the petition. If the business will occupy a tenant space, a rent roll for the entire development, including the square footage of each tenant space, must be submitted. Building elevations and a landscape plan may be requested by the Planning Department, There shall be **five (5) copies** of these plans submitted with the petition, and the plans must be **folded** to an approximate 9" x 14" size or smaller.

Review Process

1. The Planning Staff reviews the petition, supplemental information, and the site development plan. The applicant will be contacted regarding any deficiencies found in the submitted documents. Should the deficiencies be minor in nature, revised information can be submitted, and the petition can then be placed on the agenda of the Planning and Zoning Commission. If there are major deficiencies, the petition will be deferred until the next available agenda date.
2. The meetings of the Planning and Zoning Commission are held the second Wednesday of each month. Should Site Plan Subcommittee review be required, those meetings are held the last Wednesday of the month. See the schedule for submission deadlines.
3. The Planning and Zoning Commission considers the petition at its regularly scheduled monthly meetings. These meetings are held at 6:30 p.m. in the Council Chambers at Brentwood City Hall. This meeting is not a public hearing. The petitioner or his/her representative will be required to give a brief presentation describing the proposed project. The overall presentation should be limited to approximately 15 minutes. The Chairman may allow any other representative of the interested parties to give brief comments regarding the proposal. The Planning and Zoning Commission renders a decision on the petition and forwards either a positive or negative recommendation to the Board of Aldermen. The Commission may defer action on the petition, in order, to obtain additional information or to request a review by the City's traffic consultant.
4. After voting on their recommendation to the Board of Aldermen, the Planning and Zoning Commission will announce the tentative date of the public hearing by the Board of Aldermen.
5. The City of Brentwood will notify property owners, within a 300-ft. radius of the subject property, of the date, time, and purpose of the public hearing.
6. The petitioner and/or representatives must be present at the public hearing and will give a brief presentation regarding the proposal. The purpose is to receive comments from all interested or affected parties. In a lease situation, the owner of the building is also asked to be present.

7. In most cases, legislation relating to the Conditional Use Permit application is introduced for public hearing at Board of Aldermen one month after the Commission meeting. Two readings of the ordinance are required for final approval or passage of the ordinance. Normal procedure would be to read the ordinance once at each meeting of the BOA until final approval is given.
8. Upon passage of the ordinance authorizing the issuance of a C.U.P., the applicant can then prepare site improvement and/or building plans and submit the plans via MyGov to the Planning & Development Department. The Planning Division will review site improvement plans, and the Building Division will review building plans. Please see the site improvement permit process and the building permit process for additional information.