



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

**PLANNING & ZONING COMMISSION AGENDA APPLICATION
 TEXT AMENDMENT**

Property Information: _____

Location of Project: _____

Development Name (if any): _____

Current Zoning: _____

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>	

Please note: Applications will not be accepted in the following instances:

1. *The request does not comply with all the requirements of this application and any related regulations of the City.*
2. *An application was previously approved or denied for the same property within the three-month period immediately preceding this application. This requirement can be waived if substantial new facts warrant re-application.*

Submittal Checklist

- | | |
|---|--|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Building Elevations (new construction) |
| <input type="checkbox"/> Traffic Study | <input type="checkbox"/> Rationale |
| <input type="checkbox"/> Access & Parking Plan (shown on site plan) | <input type="checkbox"/> Legal Description (for each proposed zoning district as well as for overall property) |
| <input type="checkbox"/> 5 Paper Sets of Plans | <input type="checkbox"/> Completed Application |
| <input type="checkbox"/> CUP application | <input type="checkbox"/> \$100 Application Review Fee |
| <input type="checkbox"/> Electronic Copies of all Materials | |

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.**

REZONING/TEXT AMENDMENT TIME FLOW CHART

APPLIES TO ANY REZONING OR ZONING TEXT ISSUE

<u>FILING DEADLINE</u>	Last Wednesday of month #1
<u>PRESENTATION TO PLANNING COMMISSION</u>	2nd Wednesday of month #2
<u>SITE PLAN REVIEW BY P&Z SUB-COMMITTEE</u>	Last Wednesday of month #2
<u>FINAL VOTE BY P & Z</u>	2nd Wednesday of month #3*
<u>PUBLIC HEARING AT BOARD OF ALDERMEN</u>	3rd Monday of month #3**
<u>ACTION ON ENABLING LEGISLATION</u>	3rd Monday of month #3***

* Customarily, P & Z will vote at this meeting. However, the law does not require them to reach a decision until 70 days after the petition has been referred to them. If they have not made a recommendation at the end of 70 days, their inaction is deemed to be a vote in favor of the petition.

** All proposed rezonings and text amendments require a Public Hearing. Notice of Public Hearings must be given at least 15 days in advance of the hearing. If it seems the P & Z will reach a decision at the prior meeting, a Public Hearing will be scheduled in advance of the P & Z vote. If there is doubt as to a vote by the P & Z, the hearing will not be scheduled until after the P & Z vote. This normally means the petition will be delayed for no more than 30 days until the same date in the next month.

*** This is the normal time flow. However, the Board does not have to have a bill prepared until after they have received the input of the public at the Public Hearing. If they

choose to get the input of the public before the bill is prepared, hence addressing public concerns within the provisions of the bill, it may delay presentation of the bill until their next meeting. The Board does not have to read a bill more than once at any meeting. Hence, on a slow track the Public Hearing and bill vote process could take as long as 4 meetings of the Board of Aldermen.