



**CONDITIONAL USE PERMIT APPLICATION**

City of St. Joseph, Missouri | Planning & Zoning  
1100 Frederick Avenue, Room 107  
Planning & Zoning Division | (816) 271-4648 | [planning@stjosephmo.gov](mailto:planning@stjosephmo.gov)

All submittals for variances must comply with Sec. 31-070 of the City’s Code of Ordinances, located online at [stjosephmo.gov](http://stjosephmo.gov) **The following must be included with every application:**

1. Completed Application
2. Application Fee (\$1,110)
3. **Materials required on checklist (see back)**

**THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF A CONDITIONAL USE PERMIT BY THE PLANNING COMMISSION.** With the signing and submittal of this application, the property owner authorizes the City of St. Joseph to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the City Council, City boards and commissions, and City departments.

**Property Owner Information**

Name \_\_\_\_\_ | Primary Contact  Yes  No

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ | Email \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Representative Information (if different than above)**

Name \_\_\_\_\_ | Primary Contact  Yes  No

Business Name \_\_\_\_\_

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ | Email \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Property Address**

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

**Brief Description of Request** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Section to be completed by City

**Received By** \_\_\_\_\_ **Date** \_\_\_\_\_ **Accela ID** \_\_\_\_\_

**ALL applications must include the following to be considered complete:**

- Completed application
- Submitted application fee
- Letter from owner stating the purpose of the request (in more detail than brief included on application)
- Site & landscape plans with the following information:
  - Word Document with complete legal description of property (submitted to City Planner)
  - The location, dimension, material, and configuration of all buildings, structures, and other improvements.
  - Location, access, and other dimensions of proposed off-street parking and loading facilities and the number and configuration of spaces to be provided.
  - Location, dimensions, and materials of sidewalks, driveways, and other impervious surfaces.
  - Landscaping plan, including existing and proposed landscaping on both the subject property and adjacent public areas, and including installing schedule.
  - Location of all utilities, including electric lines, storm drainage, sanitary sewers, and water service.
  - Location and extent of required setbacks and yards.
  - Elevation of all buildings and structures to depict height.
  - Lot size in square feet and dimensions thereof.
  - Any areas proposed for outdoor storage, refuse collection, exterior mechanical equipment, exterior communication devices, and utility apparatus.
  - Land uses surrounding lot(s) for which site plan is located.
  - Zoning on the lots and parcels surrounding.
  - Such additional information as the City Planner may deem pertinent and essential to the application.

**Planning Commission meeting date, time, and location can be found online at [stjosephmo.gov](http://stjosephmo.gov), or by contacting the Planning & Zoning Division**

**Section to be completed by City**

**Current Zoning**

\_\_\_\_\_

**Fees**

\$1,100.00

**Date Application Received**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Zoning Code Provision**

\_\_\_\_\_

**Total (\$)** \_\_\_\_\_

**Date Fee Received**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_