

Application for Special Use Permit

1. Application form must be completed in full with applicant's signature.
2. Application must explain why the Conditional Use Permit is requested and the type of operation to be conducted on the property. This information should include information regarding the consumption of alcohol on the property, any outdoor seating or other outdoor activities, and proposed hours of the use. This will generally require a separate sheet attached to the application.
3. A site plan should be submitted showing drawings to scale to include (as applicable):
 - a. The location of all structures on the subject property and on adjoining property.
 - b. Parking areas and number of parking spaces.
 - c. Total square footage of all buildings, paved areas, and areas to be landscaped.
 - d. Landscaping and/or fencing of yards and set-backs areas and the use of landscaping and/or walls or fences for screening purposes.
 - e. Design of ingress and egress to minimize interference with traffic flow on abutting streets.
 - f. Off-street parking and loading facilities.
 - g. Height of all structures.
 - h. Proposed signs including lighting and location.
 - i. Any other proposed improvements.
4. Architectural renderings and elevations for all new buildings or improvements to existing buildings.
5. Traffic study may be required based on the proposed usage and the location.
6. Additional plans, drawings and other information may be required based on the proposed usage of the site.
7. Fifteen (15) copies of all plans, color prints, or multi-page reports will be required for every public meeting. If you wish to submit these copies after the initial staff review, this is an option; however, all copies must be received at least 1 week prior to the meeting.

Process and Schedule

1. The City Council will meet and refer the application to the Zoning and Planning Commission. (The City Council typically meets on the third Monday of every month). Applications should be submitted by the first Monday of the month.
2. The Zoning and Planning Commission will meet to consider the application and recommend approval or denial of the application at their meeting in the month following the City Council referral. Notification will be sent to all property owners within 185 feet of the property such that they may comment at the meeting. (The Zoning and Planning Commission typically meets the fourth Wednesday of the month)
3. After the Zoning and Planning Commission meeting, the request will be placed on the next month's City Council agenda for final consideration. This will be a public hearing and notice will be distributed at least 15 days prior to the hearing – both in the newspaper and by mail.
4. The application will be heard by the City Council and either approved (with conditions) or denied.

City of Ladue
Development Application

Property Owner

Name of owner _____	
Name of contact person (if corporation) _____	
Address _____	
Phone Number _____	Email _____
Signature _____	

Petitioner (if different from owner)

Name _____	
Name of contact person (if corporation) _____	
Address _____	
Phone Number _____	Email _____

Action Requested

<input type="checkbox"/> Subdivision (Fee: \$500 + \$100 for each potential lot in excess of three)
<input type="checkbox"/> Small Subdivision or Lot Line Adjustment (Fee: \$300)
<input type="checkbox"/> Rezoning (Fee: \$1000)
<input type="checkbox"/> Subdivision with Rezoning (Subdivision Fee + \$1000)
<input type="checkbox"/> PUD (Fee: \$2000)
<input type="checkbox"/> Special Use Permit (Fee: \$250 not-for-profit, \$500 for-profit)
Property address _____
Size of lot _____ Zoning district _____
Describe the project briefly _____

