



# Annex 4

“A” Single-Family Dwelling District;  
“B” Single-Family Attached Dwelling  
District; & “D” Park District

## CONDITIONAL USE PERMIT

### Step 1

**Applicant** files 18 copies of complete\* application for conditional use permit (including site development plan) with Village Administrator

[\*All **required** items must be affirmatively addressed. Required items which are not applicable must be noted as such on the application.]

[Submittal must be made not less than 15 days prior to the date of the next scheduled meeting of Planning and Zoning Commission.]

**Village Administrator** provides copies to Board of Trustees and refers application for conditional use permit to Planning and Zoning Commission at next available meeting for study, review and report.

### Step 2

**Planning and Zoning Commission** within 60 days of receipt reviews application for conditional use permit approval and recommends to Board of Trustees that:

1. Approval be granted;
2. Site development plan be modified; or
3. Application be Denied

**Board of Trustees** receives Planning and Zoning Commission recommendations (or after 60 days); reviews proposed conditional use permit and site development plan

### Step 3

**Village Administrator** schedules public hearing and directs publication of notice

[minimum 15 days prior notice in newspaper of general circulation]



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## CONDITIONAL USE PERMIT

**Board of Trustees** conducts Public Hearing and receives comments on proposed conditional use and site development plan

**Board of Trustees**, upon conclusion of Public Hearing, determines whether the proposed conditional use will:

1. Substantially increase traffic hazard or congestion;
2. Substantially increase fire hazard;
3. Adversely affect neighborhood character;
4. Adversely affect community welfare; or
5. Overtax or adversely impact public utilities

### Step 4

If findings regarding 1 through 5 above are negative, **Board of Trustees** approves conditional use permit and may impose site use and operating conditions by ordinance

Proposed construction or development must commence within 1 year of the date of approval

Required  
for:

1. Any public building in any zoning district.
2. Community building or recreation field in any zoning district.
3. Nurseries and greenhouses in any zoning district; *provided that* all Principal Buildings and Accessory Buildings shall not be located less than one hundred (100) feet from a Lot Line.



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## **CONDITIONAL USE PERMIT APPLICATION**

### **Application for Conditional Use Permit**

*Conditional Use Permit Approval is required in situations outlined in §400.380 of the Village Zoning Code. **Eighteen (18) copies** of the Application together with a site development plan and any accompanying documents shall be submitted, and shall be in conformance with all general application requirements, including all application fees. (Please type or print in ink below)*

**Information Concerning Applicant/Use:** Applicant hereby submits the following information concerning the use or development proposed:

**Site Location/Address:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

Represented by (if Applicant is a business entity): \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Name of Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Name of Developer:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Name of Architect and/or Engineer:** \_\_\_\_\_

**Describe types of use(s) activities proposed** (attach additional sheet, if required) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **CONDITIONAL USE PERMIT - SITE DEVELOPMENT PLAN SUBMISSION REQUIREMENTS:**

1. *Site Development Plans(s)* a sketch plan of the site (may be hand drawn) showing approximate location of buildings, other structures and Lot arrangements, as well as any proposed landscaping or exterior improvements and proposed location and type of signage.
2. *To facilitate review by the Village, the Applicant may also submit plans or support information identifying and describing the following: (✓ if applicable and circle items included)*
  - Existing and proposed site grades identifying grade changes and cut and fill areas
  - Existing landscape and natural features showing location of all woodlands, trees, major vegetation, streams and watercourses, as well as means to be taken to preserve or minimize impact on these areas
  - Sidewalks and walkways; Driveways; curb cuts; vehicle lanes and parking areas
  - Exterior building sketches and elevations depicting the general style, size and exterior construction materials of the buildings proposed. Where several building types are proposed on the plan, such as apartments and commercial buildings, a separate sketch should be prepared for each type. Such sketches shall include elevation drawings, but detailed drawings and perspectives are not required.



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## **CONDITIONAL USE PERMIT APPLICATION**

**Representations Concerning Compliance With Laws.** I, the undersigned, have read this Application in its entirety and the information contained herein is true, and correct and complete to the best of my knowledge, information and belief. I hereby represent that the property and the activities proposed to be conducted thereon do not and will not violate any ordinance of the Village of Twin Oaks or the laws of the State of Missouri. Applicant acknowledges that failure to truthfully complete this Application or failure to comply with all laws may result in revocation of relevant approvals or permits.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_ Title \_\_\_\_\_

**Verification by Owner.** *If the Application is submitted on behalf of an Owner of property or by a tenant for property owned by a person or entity other than the tenant, the Owner must verify that the Owner has read the Application and consents to its review and possible approval by the Village.*

The undersigned hereby acknowledges that she or he has read the Application, understands that the Application seeks a Conditional Use Permit for the property, and consents to submission to Village review and possible approval of same.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_ Title \_\_\_\_\_

***Village of Twin Oaks Use Only:***

**CONDITIONAL USE PERMIT**

Date of Board of Trustees' Decision \_\_\_\_\_

Approved

Site, Use and Operational Conditions Imposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Disapproved

**Application Fee: \$** \_\_\_\_\_

**Total Amount Received:** \_\_\_\_\_ **Cash/Check #** \_\_\_\_\_ **Date Received:** \_\_\_\_\_