



# CITY OF TWIN OAKS

1381 Big Bend Road • Twin Oaks, MO 63021  
(636) 225-7873 • fax (636) 225-6547 • [www.villageoftwinoaks.org](http://www.villageoftwinoaks.org)

## “A” SINGLE-FAMILY DWELLING DISTRICT; “B” SINGLE-FAMILY ATTACHED DWELLING DISTRICT; AND “D” PARK DISTRICT RESIDENTIAL CONDITIONAL USE PERMIT PROCESS

### Step 1

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

**City Administrator** provides copies to Board of Aldermen 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 Aldermen that:

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

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

### Step 3

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

[minimum 15 days prior notice in newspaper]

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

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

- Substantially increase traffic hazard or congestion;
- Substantially increase fire hazard;
- Adversely affect neighborhood character;
- Adversely affect community welfare; or
- Overtax or adversely impact public utilities

## Step 4

If findings regarding 1 through 5 above are negative, **Board of Aldermen** approves conditional use permit and may impose site use and operating conditions by ordinance. Proposed construction or development must commence within one (1) year of the date of approval.

## REQUIRED FOR:

- Any public building in any zoning district.
- Community building or recreation field in any zoning district.
- 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.