



Zoning Map and Text Amendment Checklist

In order to be deemed complete, the following items must accompany the Rezoning Application:

- Non-refundable application fee for each parcel requested to be rezoned (see Fee Schedule)
- A legal description of each parcel requested to be rezoned.
- A scaled map of the property, correlated with the legal description, and clearly showing the property's location.
- If the applicant is not the owner of record, the applicant must provide proof of a valid contract to purchase the parcel(s) requested to be rezoned

Process for Reviewing a Zoning Map and Text Amendment Application

The City's process for reviewing a request for rezoning is outlined in Sections 26-8 and 26-9 of the Municipal Code. A brief summary of the process is as follows:

- 1) The Interested Parties should schedule a pre-application meeting with the City Planner to go over the request.
- 2) After the pre-application meeting, a completed application with 6 hard copies of supporting documents should be submitted for review by Staff. Staff will review and issue any comments necessary for revision.
- 3) The applicant should make the necessary revisions and submit **12** revised hard copies + 1 digital copy/pdf of the documents to city staff.
- 4) If all documents are provided to city staff's satisfaction, the request will be scheduled for public hearing before the Planning, Zoning, and Architectural Review Commission at their regular monthly meeting. In reviewing any application for rezoning, the Planning Commission shall identify and evaluate all factors relevant to the application. The facts to be considered by the Commission are outlined in Section 26-9(E) in the City of Crestwood Municipal Code.
- 5) The Commission shall report its findings in full, along with its recommendation to the Board of Aldermen.
- 6) The applicant will then resubmit 12 additional hard copies of all required documents to city staff. These items will be provided to the Board of Aldermen and the request will be scheduled for public hearing before the Board of Aldermen at their regular monthly meeting.
- 7) The Board of Alderman will vote to approve or deny the application.

The above summary of procedures is not fully exhaustive. Each request may involve additional steps or considerations.



DEPARTMENT OF PUBLIC WORKS

One Detjen Drive | Crestwood, MO 63126 | 314-729-4720

Zoning Map and Text Amendment Permit Application

Application Fee, see Fee Schedule

Application Date: _____

SITE ADDRESS: _____ Zip Code _____

Property Owner Name: _____

Address, State, & Zip Code: _____

Phone: _____ Email Address: _____

Applicant Name (if not the owner): _____

Address, State, & Zip Code: _____

Phone: _____ Email Address: _____

Existing Zoning District: _____ Proposed Zoning District: _____

Proposed Use(s): _____

I hereby certify that the information contained in this application and accompanying documents are correct, and that I will conform to all applicable laws of the City of Crestwood.

Property Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

Date of Planning & Zoning Meeting: _____ Approved: Yes _____ No _____

Date of Board of Aldermen Meeting: _____ Approved: Yes _____ No _____

Approved by: _____ Title: _____ Date Approved: _____

Payment Section
Date Paid: _____ Payment Amount: _____
Payment: Cash _____ Check _____
Payment Received by: _____ Receipt #: _____
Permit #: _____