Pre-Application Request

Pre-application conferences are designed to provide development applicants the opportunity to gain a better understanding of regulatory requirements that may influence the design of a proposed project by asking questions about applicable City codes, required permits, hearings and notices, and estimated processing timelines, and obtaining preliminary feedback from City staff about development proposals or concepts. This feedback early in the development planning process can help applicants avoid major plan revisions that are cumbersome to change after an actual application submittal.

Applicants should keep in mind that, due to the preliminary nature of information discussed during pre-application conferences, information obtained is subject to subsequent changes in the Comprehensive Plan, City code or other applicable regulations, and agency comments.

In order to get the desired results from a pre-application meeting, meetings must be scheduled at least 3 days in advance, and the following information must be emailed prior to scheduling; after receipt of this information, someone will call to schedule. Any questions can be directed to 314-729-4781:

Site Address(es): ___________________________________________________________ Ward: __________

Existing development/business name, if applicable ________________________________________________

Applicant/Primary Contact
Name: ____________________________
Company: ____________________________
Mailing Address: ____________________________
Preferred Phone: ____________________________
Email: ____________________________

Other Representatives to be in attendance
Name: ____________________________
Company: ____________________________
Name: ____________________________
Company: ____________________________

Preferred Phone: ____________________________
Email: ____________________________

Current Use: ________________________________________________________________________________
Proposed Use: ________________________________________________________________________________
Description of Proposed Development: ________________________________________________________________________________

Nature of Proposed Work
___ Rezoning: ___Res ___Com ___Ind ___Unknown
___ Amendment to Planned Development
___ Amendment to Zoning Code (Text Amend.)
___ Residential Subdivision
___ Commercial Subdivision
___ New Commercial Development (Single Lot)
___ Building Addition
___ Modification to Existing Building Elevation
___ Modification to Outdoor Mechanical Equipment
___ Addition of parking/drives/streets
___ Demolition of existing building or interior only
___ Site Deficiencies/Occupancy Issues:
___ Request for information concerning: __________________________

Related Items or specific questions to be addressed: __________________________

A PDF of any plans for the proposal should be emailed to the city planner at least 36 hours before the meeting.