

## CONDITIONAL USE PERMIT INFORMATION & INSTRUCTIONS

\$235.00 APPLICATION FEE (INCLUDES \$35 NON-REFUNDABLE PROCESSING FEE) MUST ACCOMPANY APPLICATION\*\*

Within each zoning district in the City of Clayton, certain types of land uses are allowed. These land uses fall into two categories - those that are permitted by right and those that are permitted subject to the issuance of a Conditional Use Permit. Applications for Conditional Use Permits are subject to consideration and recommendation by the City's Plan Commission and approval by the Board of Aldermen. A Conditional Use Permit is a permit to use a property for a specified purpose subject to conditions imposed by the Board of Aldermen.

Submission of this application is the first step in obtaining approval. Please note that the property owner must also sign the application. The applicant is required to submit, along with the completed application, the following items:

- 1) A letter addressed to the Honorable Mayor and Members of the Board of Aldermen requesting the Conditional Use Permit. The letter should describe the proposed use, location, hours of operation, square footage, and any other applicable information.
- 2) A copy of the applicant's lease agreement (if applicable).
- 3) One original and eleven (11) copies of signed and sealed architectural plans/floor plans; one full size, to-scale set and 11 half size (typically 11 X 17) sets. **Restaurant plans must include floor/seating plan, kitchen equipment and equipment schedule.**
- 4) Application fee of two hundred dollars (\$235). Checks to be made payable to the City of Clayton.

Application packets are to be submitted to the Department of Planning & Development Services located on the first floor of Clayton City Hall. **The application must be received at least fourteen (14) calendar days prior to the next Plan Commission meeting at which the applicant wishes their application to be considered.** Plan Commission meetings are usually held the first and third Monday of each month at 5:30 p.m. in the second floor Council

Chambers. Applications will be presented to the Plan Commission as promptly as possible; however, staff cannot guarantee consideration by the Commission at the next meeting following submission of an application.

Proposals that include exterior alterations (outdoor dining, façade renovations, signage, etc.) are subject to approval by the Architectural Review Board as well. Please refer to the Architectural Review Board application or contact staff for further details.

Once an application has been reviewed & deemed complete by the Planning & Development Services Department and any other appropriate City staff, the applicant and/or representative will be notified of the date and time of the Plan Commission & Board of Aldermen meetings. Either the applicant and/or a representative must attend the meetings to present the proposal. If no representative is present at the meetings to present the proposal, consideration of the application will be postponed.

After having heard all of the evidence, the Plan Commission will make a decision to recommend that the Board of Aldermen either approve, approve with certain conditions, or deny the application. The Plan Commission's recommendation is then forwarded to the Board of Aldermen.

Missouri law requires the Board of Aldermen to hold a public hearing on the application. Accordingly, upon receipt of the Plan Commission's recommendation, a public hearing will be scheduled. The notice will be published in the St. Louis Countian. Again, the applicant and/or representative will be notified of the date and time of the public hearing (meeting); attendance is required. Subsequent to the public hearing, the Board of Aldermen may approve, deny or approve with certain conditions the application for the Conditional Use Permit.

If the Conditional Use Permit is approved, the applicant and/or representative will receive the Permit via U.S. Mail; the applicant and/or representative should then immediately review the Permit and agree, in writing to the City Clerk, to comply fully with all conditions contained in the Permit. Upon receipt of the Conditional Use Permit, the applicant and/or representative must contact the Planning & Development Services Department, Building Division, at 290-8452 and the Fire Department at 290-8485 for any additional permits that are/may be required (i.e. Building Permit, Commercial Occupancy Permit, Occupancy Load Limit signs for places of assembly, etc.).

If you have any questions about the submittal process, please do not hesitate to contact the Department of Planning at 290-8453 or 290-8450.

**\*\*APPLICATION FEE FOR ADMINISTRATIVE TRANSFERS OR AMENDMENTS TO EXISTING CONDITIONAL USE PERMITS IS \$100.00**