

**APPLICATION FOR TRANSFER OF/AMENDMENT TO
CONDITIONAL USE PERMIT
(ADMINISTRATIVE REVIEW)**

\$135.00 APPLICATION FEE MUST ACCOMPANY APPLICATION

A Conditional Use Permit (CUP) is a permit to use a property for a specified purpose subject to conditions imposed by the Board of Aldermen.

When a business that operates under a CUP changes ownership, the existing CUP must be transferred to the new business owner (typically a corporation, Limited Liability Company (LLC)) etc. When a CUP is transferred, all existing conditions of the CUP remain in effect, unless the City is notified of requested revisions (i.e. days/hours of operation, etc.).

When a business owner desires to revise conditions contained in an existing CUP, an amendment to the CUP is required. Minor amendments (i.e. trade name change, change in days/hours of operation, etc.) can be approved administratively (without the need for Board of Aldermen approval). More substantial amendments (additional square footage/expansion of use, etc.) require approval by the Board of Aldermen.

Submission of this application is the first step in obtaining approval. Along with the completed application and application fee, the following items are required to be submitted:

- 1) A copy of the applicant's lease agreement(s);
- 2) If a new restaurant, a copy of the menu;
- 3) A scaled floor plan (if a restaurant, the floor plan must depict seating layout, kitchen layout and kitchen equipment schedule. Provide total square footage (excluding storage) and total number of seats);
- 4) Proof of off-street parking as required by Zoning (restaurants under 3,000 square feet located in the Central Business District

(CBD) are not required to provide off-street parking. Restaurants located outside the CBD, regardless of square footage, must provide off-street employee parking; over 3,000 square feet, patron parking must also be provided – see Title IV “Land Use Code”, Chapter 405 “Zoning Regulations”, Article XXV “Off-Street Parking and Loading Requirements” for further details.

Please note that the application must be signed by the property owner.

This application and corresponding documents should be submitted to the Department of Planning & Development Services, Clayton City Hall.

If the application is deemed to require City Plan Commission and/or Board of Aldermen approval, the applicant will be notified.

Separate permits will be required for new signage, awnings, exterior alterations, and outdoor dining.

If you have any further questions, please do not hesitate to contact the Department of Planning & Development Services at 290-8453.



City of Clayton
10 North Bemiston Avenue
Clayton, Missouri 63105
(314) 290-8453 FAX: (314) 863-0296

**APPLICATION FOR
TRANSFER OF/AMENDMENT TO
CONDITIONAL USE PERMIT (CUP)
(ADMINISTRATIVE REVIEW)**

(please type or print)

- ALL APPLICABLE SECTIONS OF APPLICATION MUST BE COMPLETE.
- \$135.00 APPLICATION FEE MUST ACCOMPANY THIS APPLICATION

Location (Address) of Project: _____

Full Name of Restaurant (if applicable): _____

PART A: PARTIES OF INTEREST

The full legal name to which the CUP will be issued to (partnership, incorporation, etc.) is required

Name of Applicant: _____

Address: _____

Phone Number: _____

Interest in Property: _____

Name of Business Owner(s) - if different from above: _____

Address: _____

Phone Number: _____

PART B: SITE DESCRIPTION

Current Use of Site: _____

Proposed Use of Site: _____

Is the space being remodeled? _____ Yes/No. If so, describe changes in detail _____

PART C: AMENDMENT TO EXISTING CONDITIONAL USE PERMIT

Please indicate the category of amendment being requested:

_____ Hours of operation

_____ Days of operation

_____ Trade name (ownership and nature of business remains unchanged)

_____ Change in indoor/outdoor seating capacity

_____ Other - Explain:

Please describe the proposed amendment in detail: _____

Please describe why the proposed amendment is being sought: _____

PART D: TRANSFER OF AN EXISTING CONDITIONAL USE PERMIT

The full legal name of the individual or entity to which the existing conditional use permit is currently issued:

The full legal name of the individual or entity to which the conditional use permit is to be transferred:

Fully executed lease must accompany request for transfer

Total number of off-street parking spaces: _____

Total number of off-street parking spaces as required by existing Conditional Use Permit: _____

If off-street parking is required per current zoning regulations, please provide proof of off-street parking spaces must be submitted with this application

Please describe any changes to the operation (i.e. square footage, type and/or intensity of use, changes in either indoor or outdoor seating capacity/location, etc.): _____

Please describe any changes to the exterior of the building (i.e. new awnings, signage, façade renovation, etc.):

Is outdoor seating/dining being requested? _____

Architectural Review may be required for any exterior renovation, awning or signage. If any of these items are part of the project, please contact the Planning Department at 290-8453.

PART E: ACCEPTANCE

I indicate that, by signing this application, I have read and understand, and will comply with, all provisions contained in the existing Conditional Use Permit that are not affected by this transfer/amendment. NOTE: A revised Conditional Use Permit reflecting the transfer/amendment will be forwarded. This Conditional Use Permit must be signed by the "permittee" and returned to the City Clerk within thirty (30) days. If permit is not returned, said Conditional Use Permit becomes null and void.

PART F: SIGNATURES

Signature of Applicant (Required): _____ *Date:* _____

Relation to the Business Owner: _____

Signature of Property Owner (Required): _____ *Date:* _____

FOR CITY USE

The following action has been taken regarding the request for transfer/amendment for

Business Name & Business Address

Approved Administratively:

Susan M. Istenes, Director of Planning and Development Services

Date

Referred to the Board of Aldermen for their approval:

Susan M. Istenes, Director of Planning and Development Services

Date

New Conditional Use Permit Required:

Susan M. Istenes, Director of Planning and Development Services

Date