

City of O'Fallon Planning and Development Department

100 North Main Street
O'Fallon, Missouri 63366
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(636) 379-5544



For additional information send inquiries to:
E-mail: tcoffman@ofallon.mo.us

APPLICATION FOR TRANSFER OF OWNERSHIP OF A CONDITIONAL USE PERMIT (CUP) (ADMINISTRATIVE REVIEW)

(Please type or print)

- **ALL APPLICABLE SECTIONS OF APPLICATION MUST BE COMPLETE.**
 - **\$50.00 APPLICATION FEE MUST ACCOMPANY THIS APPLICATION**
-

Location (Address) of Project: _____

Full Name of Business (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: _____

Email: _____

Interest in Property: _____

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

Address: _____

Phone Number: _____

Email: _____

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: 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

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

PART E: ACCEPTANCE & SIGNATURES

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.

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 of ownership for

Business Name & Business Address

Approved Administratively:

Date: _____

David S. Woods, AICP
Director of Planning and Development

APPLICATION FOR TRANSFER OF OWNERSHIP OF A CONDITIONAL USE PERMIT (ADMINISTRATIVE REVIEW)

\$50.00 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 Planning and Zoning Commission and/or the City Council.

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.

When a business owner desires to revise conditions contained in an existing CUP, an amendment to the CUP is required. Amendments (additional square footage/expansion of use, change in hours of operation, etc.) require approval by the Planning and Zoning Commission and/or the City Council.

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) If the space is to be remodeled, a scaled floor plan (if a restaurant, the floor plan must depict seating layout, kitchen layout and kitchen equipment schedule).

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

This application and corresponding documents should be submitted to the Planning & Development Department.

If you have any further questions, please do not hesitate to contact the Planning & Development Department at 636-379-5544.