

City of O'Fallon Planning and Development Department

100 North Main Street
O'Fallon, Missouri 63366
www.ofallon.mo.us



For additional information send inquiries to:
E-mail: sgerard@ofallon.mo.us or call (636) 379-5467

Conditional Use Permit/Administrative Approval Request

Subject Property Information (Please Type or Print all requested information):

Property Location (Including Address, if applicable): _____

Proposed Amendment to CUP _____

Current Zoning: _____ Proposed Zoning (If Applicable): _____

Contact Information:

Applicant:

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

Property Owner:

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

Contract Purchaser (if applicable):

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Engineer:

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Applicant Signature

Date

Owner Signature

Date

Supplemental Information regarding the Administrative Approval process for amendments to an already existing CUP/Conditional Use Permit

Requests for amendments which, in the professional judgment and sole administrative discretion of the Director of the Planning and Development Department or his/her designee, are insubstantial change(s) to the approved conditional use may be reviewed by staff for completeness and approved by the Director. In exercising his or her professional judgment and administrative discretion the Director shall consider whether the proposed change is consistent with the goals of the conditional use permit process in Sec. 400.300(A), and the permit approval criteria in Sec. 400.325, of the Zoning Code and take into account:

- (a) the nature, intensity, location and orientation of the conditionally permitted use, as existing and proposed, and the property on which it is located;
- (b) compatibility with the use and zoning of adjacent and nearby properties and reasonably likely future use of such properties;
- (c) the impact of the conditionally permitted use and the proposed change on on-site and off-site traffic, roadways, public safety and public services;
- (d) existing and foreseeable environmental impacts of the conditionally permitted use and proposed change due to noise, light and odor, runoff, etc., and
- (e) whether the existing conditionally permitted use has been operated in conformity with current permit and all other applicable regulations and ordinances.

The following amendments may, at the discretion of the Director, represent insubstantial changes from the provisions of the originally approved conditional use permit:

1. Change in hours or days of operation (other than the days or hours when live entertainment is provided);
2. Renovation, remodeling, reconfiguration or expansion of structures or parking associated with the conditionally permitted use provided that the scale, intensity and orientation of the conditionally permitted use are unchanged and subject to any applicable site plan approval;
3. Expansion of an existing drive through facility (e.g., adding an ATM machine or additional drive-through service lane),
4. Other similar changes deemed to be insubstantial by the Director of Planning and Development or his/her designee.

If processing or approval as an insubstantial change is denied, the applicant may submit the proposed amendment for consideration as an amendment that represents a substantial change in accord with subsection (C), below.

C. All other amendments shall be processed in the same manner as an original application for a conditional use permit. The following is a list of amendments that represent a substantial change from the provisions of the originally approved conditional use permit:

1. Expansion of the boundary or leasable limits of area to which a conditional use permit applies;
2. Addition of live entertainment;
3. Other changes deemed to be substantial by the Director of Planning and Development or his/her designee.