



City Hall
2032 Hanley Road
Dardenne Prairie, MO 63368
Phone 636.561.1718
Fax 636.625.0077

UPTOWN ZONING DISTRICT NEW COMMUNITY PLAN REQUEST

CITY OF DARDENNE PRAIRIE, MISSOURI

www.DardennePrairie.org

APPLICANT:

Company Name

Printed Name, Title

Street Address

City/State/Zip Code

Telephone

Facsimile

Email Address

STREET ADDRESS OF P.U.D.: _____

OWNER (attach additional):

Contract Purchaser/Developer:

Printed Name

Company Name

Printed Name

Printed Name, Title

Street Address

Street Address

City/State/Zip Code

City/State/Zip Code

Telephone

Facsimile

Telephone

Facsimile

Email Address

Email Address

LEGAL DESCRIPTION OF PROPERTY (other than address) _____

EXISTING ZONING: _____

PROPOSED ZONING: _____

PROPOSED USE: _____

NO. UNITS: _____

PROJECT AREA: _____

PROPERTY AREA: _____

NEW COMMUNITY PLAN APPLICATION FEE SUBMITTED: _____

NEW COMMUNITY PLAN REVIEW FEE SUBMITTED: _____

NEW COMMUNITY PLAN REQUEST

[√] CHECKLIST TO COMPLETE THIS APPLICATION

- [] Five (5) folded copies of the plan are provided. The submitted plan shall be prepared on sheet(s) not to exceed twenty-four (24) inches by thirty-six (36) inches.
Additional copies for distribution to Planning and Zoning Commission and Board of Aldermen members will be requested upon review by the Town Architect.

- [] Electronic and paper copy of legal description of the property are provided. Electronic files may be sent via email to the City Engineer (engineer@dardenneprairie.org).

- [] Provide a list of the names and mailing addresses of property owners with property within an area determined by lines drawn parallel to and three hundred (300) feet distant from the boundaries of the subject property. Electronic files may be sent via email to the City Engineer (engineer@dardenneprairie.org).

- [] A good faith effort shall be made by the petitioner to notify by mail all property owners known to the petitioner whose property is within an area determined by lines drawn parallel to and three hundred (300) feet distant from the subject property of the time and place of the public hearings. Such notices shall be postmarked at least fifteen (15) days prior to the date of the hearings. A Submittal and Meeting Calendar is available for download from the City's website or by request from the City Clerk.

Date of 1st Public Hearing: _____ Postmark Deadline: _____

- [] The applicant is required to appear before the Planning and Zoning Commission and Board of Aldermen.

- [] The plan is in compliance with "Article 3 New Community Plans" of the SmartCode.

Before signing this application, make sure all items above are completed

_____ Applicant's Signature	_____ Date
_____ Owner's Signature (additional below)	_____ Date

NOTE: By affixing signatures to this application form, the Applicant and Owner hereby verify that: they have reviewed the applicable zoning regulations; they are familiar with the specific requirements relative to this application; and they take full responsibility for this application. The above signatures further indicate that the information provided on this form and on any additional data attached hereto is true, complete, and accurate.

Example of Notice of Public Hearings to be Sent to Adjacent Property Owners

Date: _____

Re: Notice of Public Hearings
Dardenne Prairie, Missouri

Dear Property Owner:

Please be advised that the city of Dardenne Prairie, Missouri, will conduct a Public Hearing regarding a New Community Plan Request (a proposed change to the city-adopted Uptown Zoning District) for an area near your property before the Planning and Zoning Commission on Wednesday, [month] [day], [year], at 7:00 p.m., or as soon thereafter as same may be heard, at the city of Dardenne Prairie City Hall located at 2032 Hanley Road in Dardenne Prairie, Missouri, and before the Board of Aldermen on Wednesday, [month] [day], [year], at 7:00 p.m., or as soon thereafter as same may be heard, at the city of Dardenne Prairie City Hall located at 2032 Hanley Road in Dardenne Prairie, Missouri, concerning the following:

Name of Applicant:	_____
Name of Property Owner(s):	_____
Present Zoning Classification:	_____
Proposed Zoning Classification:	_____
Proposed Use:	_____
Property Location:	_____

Please be advised that you have the right to be heard at the public hearings. If you have any questions, feel free to contact me at (____) ____ - _____ or the city of Dardenne Prairie at the telephone numbers listed below.

Sincerely,

{Petitioner Signature}

Petitioner Printed Name & Title

cc: Kimberlie Clark, Dardenne Prairie City Clerk (636) 561-1718
Luke R. Kehoe, P.E., CFM, Dardenne Prairie City Engineer (636) 978-6008