



**CITY OF TWIN OAKS**  
 1393 Big Bend Road, Suite F • Twin Oaks, MO 63021  
 (636) 225-7873 • fax (636) 225-6547 • www.villageoftwinoaks.org

**“C” COMMERCIAL DISTRICT  
 APPLICATION FOR LIMITED DEVELOPMENT PLAN**

*The Limited Development Plan application constitutes a petition to allow a more flexible but detailed plan. **Twelve (12) copies** of the Limited Development Plan shall be submitted, and shall be accompanied by all general application requirements, including an initial application fee. See Fee and Deposit Schedule, Section 400.460 of the City Code. The City may require the applicant to deposit additional funds for expenses incurred, but not limited to, costs of title research, surveys, legal and engineering review, cost of traffic and planning or other consultants employed by the City, publication expenses, expenses of notifications to adjoining property owners, expenses of hearings, court reporting, if requested by either the City or the applicant. The City office must receive the additional application fees within seven (7) days of notification. (Please type or print in ink below)*

**Information Concerning Applicant**

Applicant hereby submits the following information concerning the use proposed:

**Business/Site Name:** \_\_\_\_\_

**Location/Address:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

Title of officer for above applicant (if a corporation or other legal entity): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Name of Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Name of Developer:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Name of Tenant(s):** \_\_\_\_\_

**Name of Architect and/or Engineer** (if applicable): \_\_\_\_\_

What are the business hours of operation (existing or proposed)? \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Will product be sold which is subject to retail sales tax? Yes  No

Date business(es) will begin (if new business(es) in the Village of Twin Oaks): \_\_\_\_\_

Type of business(es) and detailed description of nature of business, organization or trade: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LIMITED DEVELOPMENT PLAN SUBMISSION REQUIREMENTS:**

1. *A limited development plan consisting of:*
  - a written detailed description of the proposed use of the property
  - a sketch plan of the site (may be hand drawn) showing approximate location of buildings, other structures and lot arrangements, as well as any proposed landscaping or exterior improvements and proposed location and type of signage
  - the approximate floor area of existing and proposed uses
  - a description of the expected parking needs
  - details of any proposed improvements to the property
  - a description of the types of products to be sold or services to be provided
  - the proposed hours and days of operation
  - the maximum number of employees
  - the date on which the applicant proposes to begin the uses
  - a description of any other existing uses and/or tenants on the property
  - a description of the uses of surrounding properties
2. *Applicant shall also submit one (1) copy each of any State or St. Louis County licensing requirements for the proposed use (attach copies of all licenses)*
3. *To facilitate review by the City, the applicant may also submit:*  
*(check ✓ each that has been included)*
  - Exterior building sketches and elevations** depicting the general style, size and exterior construction materials of the buildings proposed. Where several building types are proposed on the plan, such as apartments and commercial buildings, a separate sketch should be prepared for each type.
  - Statement of other tenants' consent.** If the property contains more than one tenant, the applicant may, but is not required to, provide the City with letters from the other tenants supporting the application.

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**Representations Concerning Authority & Compliance With Laws**

I am authorized by the applicant(s) to sign on his/her/its behalf and have read this application in its entirety. The information contained herein is true, and correct and complete to the best of my knowledge, information and belief. I hereby represent on behalf of applicant that the business(es) conducted by applicant and/or which are the subject of this application do not and will not violate any ordinance of the City of Twin Oaks and now comply and/or will continue to comply fully with the laws of the State of Missouri. Applicant acknowledges that failure to truthfully complete this application or failure to comply with all laws may result in revocation of relevant approvals or permits.

Signature of Principal/Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Verification by Owner and Tenant(s)**

*If the application is on behalf of a tenant for property owned by a person or entity other than the tenant, the owner must verify that the owner has read the application and consents to its review and possible approval by the City. If the application is submitted by the owner only, tenants need not sign the application.*

The undersigned hereby acknowledges that she or he has read the application, understands that the application seeks approval of a limited development plan for the property, and consents to its submission for City review and approval.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Tenant: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

*If more than one tenant is applying, please attach all tenants' signatures on a separate sheet.*

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**\* \* \* \* \* FOR OFFICE USE ONLY \* \* \* \* \***

Date of Board of Aldermen Decision: \_\_\_\_\_  Approved  Disapproved

Amount Paid: \$ \_\_\_\_\_ Cash/Check #: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_