



# CITY OF TWIN OAKS

1381 Big Bend Road • Twin Oaks, MO 63021  
(636) 225-7873 • fax (636) 225-6547 • [www.villageoftwinoaks.org](http://www.villageoftwinoaks.org)

## “A” SINGLE-FAMILY DWELLING DISTRICT; “B” SINGLE-FAMILY ATTACHED DWELLING DISTRICT; AND “D” PARK DISTRICT RESIDENTIAL CONDITIONAL USE PERMIT APPLICATION

*Conditional Use Permit Approval is required in situations outlined in §400.380 of the City Zoning Code. Eighteen (18) copies of the application together with a site development plan and any accompanying documents shall be submitted, and shall be in conformance with all general application requirements, including all application fees. (Please type or print in ink below)*

### INFORMATION CONCERNING APPLICANT:

Applicant hereby submits the following information concerning the use or development proposed:

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

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

Represented by (if Applicant is a business entity): \_\_\_\_\_ Title: \_\_\_\_\_

Full Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Fax #: \_\_\_\_\_

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

Full Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Fax #: \_\_\_\_\_

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

Full Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Fax #: \_\_\_\_\_

**Name of Architect and/or Engineer:** \_\_\_\_\_

**Describe types of use(s) activities proposed** (attach additional sheet, if required): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CONDITIONAL USE PERMIT - SITE DEVELOPMENT PLAN SUBMISSION REQUIREMENTS:

1. **Site Development Plans(s)** 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.
2. To facilitate review by the City, the applicant may also submit plans or support information identifying and describing the following:

*(✓ if applicable and circle items included)*

- Existing and proposed site grades identifying grade changes and cut and fill areas
- Existing landscape and natural features showing location of all woodlands, trees, major vegetation, streams and watercourses, as well as means to be taken to preserve or minimize impact on these areas

- Sidewalks and walkways; driveways; curb cuts; vehicle lanes and parking areas
- 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. Such sketches shall include elevation drawings, but detailed drawings and perspectives are not required.

**Representations Concerning Compliance With Laws**

I, the undersigned, have read this application in its entirety and the information contained herein is true, and correct and complete to the best of my knowledge, information and belief. I hereby represent that the property and the activities proposed to be conducted thereon do not and will not violate any ordinance of the City of Twin Oaks or 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 Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Verification by Owner**

If the application is submitted on behalf of an owner of property or by 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.

The undersigned hereby acknowledges that she or he has read the application, understands that the application seeks a conditional use permit for the property, and consents to submission to City review and possible approval of same.

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

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

Date of Board of Aldermen Decision: \_\_\_\_\_  Approved  Disapproved  
 Site, use and operational conditions imposed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

- Color elevations or similar drawings to scale depicting each ground sign, pole sign, and ground mounted directional sign (and center/development identification sign, if desired) and site plan(s) depicting location of each together with proposed location of buildings, other structures and parking and lot arrangements.
- Drawings depicting dimensions and details of each sign proposed including length, width, total area, height (in feet from ground to bottom of sign and to top of sign), number, location, projection, materials, daytime and nighttime colors, lettering or graphic style, installation method(s) and lighting/illumination of each proposed sign; landscaping materials and treatments (ground mounted signs only).
- Signage schedule indicating number, type, message area, special conditions for all proposed signs.

*(NOTE: Required information above is in addition or supplementary to that provided for preliminary/final development plan applications. The foregoing are minimum informational requirements; additional signage related information may be required in specific cases)*

I hereby represent that the foregoing application does not include or contain any sign or advertising device prohibited by section 410.070 (e.g. fluttering devices, flashing or signs simulating movement, moving signs, signs advertising off-premises activity/products, signs painted directly on walls) or by section 410.080 (e.g. portable signs, signs on vehicles exceeding 24 inches) of the Sign Regulations. The information contained in this application is true, correct and complete to the best of my knowledge, information and belief.

By signing and submitting this application, 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 Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

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

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

Final Development Plan Permit Number: \_\_\_\_\_

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Fees Schedule (applies to each sign proposed):***  
**See Fee and Deposit Schedule Section 400.460 of the City Code**

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