



**CITY OF BRIDGETON ~ DEPARTMENT OF PUBLIC WORKS**  
**12355 NATURAL BRIDGE ROAD, BRIDGETON, MO 63044**  
**TEL. (314) 739-7665 FAX (314) 739-3456 WWW.BRIDGETONMO.COM**

For office use only:  
 Application No. \_\_\_\_\_

**APPLICATION TO REZONE OR ESTABLISH A SPECIAL USE PERMIT**

*The purpose of the Bridgeton Zoning Ordinance (Municipal Code Chapter 410, Zoning Regulations) is to promote the public health, safety, comfort, morals, convenience and general public welfare; protect the character and the stability of the residential, business and manufacturing areas within the City of Bridgeton and to promote the orderly and beneficial development of such areas; provide adequate light, air, privacy and convenience of access to property; regulate the intensity of use of land and lot areas and to determine the area of open spaces surrounding buildings necessary to provide adequate light and air and to protect the public health; lessen or avoid congestion in the public streets; provide for the needs of industry, business and residence in future growth; promote healthful surroundings for family life in residential areas; fix reasonable standards to which buildings or structures shall conform; prohibit uses, buildings or structures which are incompatible with the character of development or the uses allowed within specified zoning districts; prevent such additions to, or alteration or remodeling of, existing buildings or structures in such a way as to avoid the restrictions and limitations imposed hereunder; protect against fire, explosion, noxious fumes and other hazards in the interest of the public health, safety, comfort and general welfare; prevent the overcrowding of land and undue concentration of structures, so far as is possible and appropriate in each district, by regulating the use and bulk of buildings in relation to the land surrounding them; conserve the value of land and buildings throughout the City of Bridgeton; provide for the gradual elimination of non-conforming uses of land, buildings and structures which are adversely affecting the value of desirable development in each district; And to define and limit the powers and duties of the administrative officers and bodies as provided herein.*

**I. APPLICATION TYPE**

Check (v) all applications that apply:

- Rezoning to a General District       Rezoning to a Planned District       Amend a Planned District  
 Establish a Special Use Permit       Amend a Special Use Permit      *Note: Separate fees apply to each application selected*

**II. PROPERTY INFORMATION**

Project Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Locator Number(s): \_\_\_\_\_ Total Acreage: \_\_\_\_\_  
 Current Zoning District(s): \_\_\_\_\_ Proposed Zoning District(s): \_\_\_\_\_  
 (If Applicable)

**III. APPLICANT INFORMATION**

Owner(s) of record of the hereinafter described property according to St. Louis County Tax Assessor's Record:

Name: \_\_\_\_\_ Telephone/Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
*(Attach additional sheets as necessary)*

Applicant/Agent: \_\_\_\_\_ Telephone/Email: \_\_\_\_\_  
 (If other than owner(s))  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## IV. SUBMITTAL REQUIREMENTS

- 1) Rezoning to a General District (R-1, R-1A, R-2, R-3, R-4, R-4A, R-5, R-6, B-1, B-2, B-3, B-4, M-1, M-2 or A)**
  - a) One (1) copy of an outboundary metes and bounds legal description of the property.
  - b) Three (3) copies of the site plan prepared in accordance with the provisions of Chapter 410 of the City Code of Ordinances (the Bridgeton Zoning Regulations), to include all existing and proposed:
    - i) Boundary lines with dimensions and bearings
    - ii) All easements
    - iii) Streets and points of ingress/egress
    - iv) Buildings, freestanding signs, light poles, parking layout, and other structures or facilities
    - v) Internal traffic circulation (commercial, manufacturing, and multiple-family residential developments)
    - vi) Building and parking setbacks
    - vii) Stormwater facilities and water courses
    - viii) Landscaping
    - ix) Such other information as may be pertinent to review
  - c) One (1) copy of the site plan reduced to 8½" x 11" and one (1) digital copy in PDF format.
  - d) A written narrative discussing the following:
    - i) The nature and purpose of the proposal
    - ii) Relationship of proposal to surrounding land use and zoning
    - iii) Conformance with Comprehensive Plan policies and future land use map
    - iv) Existing and expected impact of proposal on traffic conditions
    - v) Existing and expected impact of proposal on other infrastructure and public services
  - e) Complete application and fee.
- 2) Rezoning to or amend a Planned District (B-5, M-3, CUP, PUD)**
  - a) All information required for a *Rezoning to a General District*
  - b) Plans shall satisfy requirements contained in Section 410.090, Planned Developments, of the Zoning Ordinance
- 3) Establish or Amend a Special Use Permit (SUP)**
  - a) All information required for a *Rezoning to a General District*, however, the narrative must also discuss and answer the following questions:
    - i) Is it deemed necessary for the public convenience at that location?
    - ii) Is so designed, located, and proposed to be operated that the public health, safety and welfare will be maintained?
    - iii) Is found to be generally compatible with the neighborhood in which it is proposed?
    - iv) Will the project comply with the height and area regulations of the district in which it is located unless specifically granted?
    - v) Will off-street parking and loading areas be provided in accordance with the standards set forth in the Zoning Ordinance?
    - vi) Have or will adequate utility, drainage and other such necessary facilities be provided?

## V. FEE SCHEDULE

Acreage	Fee
Less than 2 acres	\$300.00
2 to 10 acres	\$500.00
Over 10 acres	\$800.00

**Notes:**

- 1) Please refer to the Zoning Ordinance (Municipal Code Chapter 410) for complete submittal and review requirements.
- 2) Incomplete applications will not be forwarded to the Planning & Zoning Commission for review.

## **2023 PLANNING & ZONING COMMISSION CALENDAR**

### **Filing Deadline (5:00 pm)**

**December 12, 2022**

**January 16**

**February 13**

**March 13**

**April 10**

**May 15**

**June 12**

**July 17**

**August 14**

**September 11**

**October 16**

**November 13**

**December 11**

### **Meeting Date (7:00 pm)**

**January 9, 2023**

**February 13**

**March 13**

**April 10**

**May 8**

**June 12**

**July 10**

**August 14**

**September 11**

**October 9**

**November 13**

**December 11**

**January 8, 2024**

## **APPLICATION PROCEDURE**

- 1) Prior to submitting an application the applicant is urged to meet with the Planning & Zoning Officer to discuss the proposal, review the procedures, and obtain the appropriate application form and procedure guidelines.
- 2) Planning & Zoning Commission hearing and review
  - a) The Commission will receive and hold a public hearing on the application.
  - b) Notice of the public hearing will appear in a newspaper of general circulation at least 15 days prior to the meeting date.
  - c) Commission normally makes a recommendation to City Council at the next regularly scheduled meeting, but may take action on the night of the hearing if all member questions and/or concerns are satisfied.
- 3) If no action is taken by the Commission within 80 days of the filing date or such additional period of time as may be agreed to by the applicant, the application shall be considered as being approved by the Commission as submitted.
- 4) City Council hearing and review
  - a) The City Council will consider the Commission's recommendation at a public hearing held immediately prior to a regular Council meeting. Council meetings are held on the first and third Wednesday each month, and a notice of the public hearing will appear in a newspaper of general circulation at least 15 days prior to the meeting date.
  - b) Council normally takes final action on the application at the next regularly scheduled meeting, but may delay action if members' questions and/or concerns have not been satisfied.

**For any related questions, please contact Planning & Zoning at 314-739-7665.**