



## **City of Troy Engineering Department**

23 Ellis Avenue  
Troy, Missouri 63379  
[www.cityoftroymissouri.com](http://www.cityoftroymissouri.com)  
636-528-1254  
636-462-1613 fax

### **Planning and Zoning Board Application Procedure**

The Planning and Zoning Commission meets on the first Monday of the month at 6:30 p.m. at the City of Troy City Hall, 200 Main Street.

City staff will perform a comprehensive review of the applicant's submission and provide a listing of any items that will need to be corrected, modified, or amended in order to meet City of Troy Standards. The following information must be submitted to the Engineering Department by the required submittal deadline to be placed on the next month's agenda.

#### ***Application Form***

All forms (original only) must be completed in full, including signature of property owners. An incomplete application will NOT be accepted. All designated spaces on the form must be appropriately filled in prior to the filing of the application.

#### ***Drawing Checklist***

A completed, signed and dated checklist by the appropriate qualified professional must be submitted with each new application.

#### ***Application Fee***

The appropriate application fee must be submitted with each submittal for each type of request:

Zoning Amendment	\$200.00
Conditional Use Permit	\$150.00
Site Plan Review	\$0.00
Preliminary Plan & Final (Record) Plat	
Residential:	Min. \$80.00 or
Single Family:	\$4.00 per lot
Single Family attached (duplexes):	\$3.00 per unit
Multi-family Units:	\$2.50 per unit
Commercial:	Min. \$200.00 or
	\$5.00 per acre
Planned Development (PD)	
Residential:	Min. \$100.00 or
Single Family:	\$5.00 per lot
Single Family attached (duplexes):	\$4.00 per unit
Multi-family Units:	\$3.00 per unit
Commercial:	Min. \$250.00 or
	\$5.00 per acre

A non-refundable check in the appropriate amount shall be made payable to the "City of Troy". Cash will not be accepted.

### ***Property Letters***

A complete list of names and addresses of all property owners within 185 feet of the property is required for rezoning, conditional use, and planned development applications.

### ***Drawings***

Drawings showing all required information as indicated on the appropriate checklist:

Three (3) sets of drawings (initial submittal), no larger than 24" x 36"

One (1) copy reduced to 11" x 17"

Additional copies will be requested for final submittal.

### ***Meeting Dates and Submittal Deadlines***

2006 -2007

<u>Month</u>	<u>Meeting Date</u>	<u>Submittal Deadline</u>
June, 2007	06-04-07	05-03-07
July, 2007	07-02-07	06-04-07
August, 2007	08-06-07	07-02-07
September, 2007	09-04-07	08-06-07
October, 2007	10-01-07	09-04-07
November, 2007	11-05-07	10-01-07
December, 2007	12-03-07	11-05-07
January, 2008	01-02-08	12-03-07
February, 2008	02-04-08	01-02-08
March, 2008	03-03-08	02-04-08
April, 2008	04-07-08	03-03-08
May, 2008	05-05-08	04-07-08
June, 2008	06-02-08	05-05-08



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### APPLICATION FOR PLANNING AND ZONING

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

#### Requested Action

- Rezoning: From: \_\_\_\_\_ To: \_\_\_\_\_
- Conditional Use: Type: \_\_\_\_\_
- Site Plan Review: \_\_\_\_\_
- Preliminary Subdivision Plan: \_\_\_\_\_
- Final (Record) Plat: \_\_\_\_\_
- Planned Development (PD): Type: \_\_\_\_\_

#### Contact Information

##### Applicant:

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

##### Engineer:

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

##### Property Owner(s):

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Submit additional names on attached sheet.

##### Agent:

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

**Site Information:**

- Attach location map.
- Attach legal description, boundary survey of property and/or plat.
- Property deed or certificate of title.

**Applicant Status:**

- Corporation     Partnership     Individual

**Relationship of Petitioner to Property:**

- Owner     Tenant     Letter from owner authorizing action     Other \_\_\_\_\_

**The following declarations are hereby made:**

- The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.
- The submitted plan, if any, contains all of the necessary information required by the Zoning and/or Subdivision Ordinance(s). I will provide any and all omitted information and understand omissions can delay the development process a minimum of thirty (30) days.
- The information presented and contained within this application is true and correct to the best of the undersigner(s) knowledge.

\_\_\_\_\_  
Applicant Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

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

\_\_\_\_\_  
Date

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Owner's Signature

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Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

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

\_\_\_\_\_  
Date

FOR INTERNAL USE ONLY	
Date Received: _____	Total Received: \$ _____
Agenda Date: _____	Check #: _____
Case Number: _____	Receipt #: _____