



## CITY OF ROCK HILL

320 W. Thornton Ave • Rock Hill, MO 63119 • (314)968-1410 • Fax (314)968-4843

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### Instructions for Filing an Application for a Special Use Permit

1. The Planning and Zoning Commission meets to review projects on the first Wednesday of the month at 6:30 P.M. at City Hall.
2. The filing deadline is the second Wednesday of each month. Incomplete applications may be delayed or postponed.
3. The Petitioner or an authorized representative should attend the meeting to answer any questions regarding the petition.
4. Upon review and a recommendation by the Planning and Zoning Commission, the petition will be forwarded to the Board of Aldermen for a public hearing. The public hearing must be advertised no less than 15 days in advance and notification given to all property owners within 300 feet.
5. All special use permits are subject to approval by the Board of Aldermen. Specific conditions may be included as a condition of approval.
6. The Board of Aldermen may revoke any special use permit if, after providing written notice and a hearing to the property owner and/or occupant, the Board finds that the property owner or the occupant has violated one or more of the noted conditions and such violation(s) merit discontinuance of the specially permitted use.
7. Special use permits requested in conjunction with new construction may be eligible for simultaneous review of the special use permit and the site plan.
8. If you need additional assistance, please contact Jennifer Yackley, Assistant City Administrator/City Planner, at 968-1410 ext. 8002.



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**Application for Special Use Permit**

**PART A: PARTIES OF INTEREST**

Petitioner's Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Agent's Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Interest in the project (Engineer, Attorney, Architect) \_\_\_\_\_

Property Owner's Name (if different): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**PART B: SITE DESCRIPTION**

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

Locator Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Acres/Square feet: \_\_\_\_\_

Legal Description (may be attached): \_\_\_\_\_

Present Use: \_\_\_\_\_

**PART C: DEVELOPMENT** (attach additional sheets if necessary)

Proposed Use: \_\_\_\_\_

Does the proposed use meet all the requirements of the city code? If not please explain: \_\_\_\_\_



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Describe in general terms the nature and operation of the proposed special use. \_\_\_\_\_

\_\_\_\_\_

How will the proposed special use impact the immediate neighborhood? \_\_\_\_\_

\_\_\_\_\_

Describe how the proposed special use will impact traffic. \_\_\_\_\_

\_\_\_\_\_

How will the proposed special use be served adequately by public utilities? \_\_\_\_\_

\_\_\_\_\_

**PART D: AMENDING AN EXISTING SPECIAL USE PERMIT**

Please describe the proposed amendment: \_\_\_\_\_

\_\_\_\_\_

Please describe why the amendment is necessary: \_\_\_\_\_

\_\_\_\_\_

**PART E: SIGNATURES**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner



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### **PART F: SPECIAL USE PERMIT CHECK LIST**

\_\_\_\_ Site Plan requirements:

Drawn and certified or sealed by a licensed professional architect or engineer and shall be drawn accurately to line and scale no greater than one (1) inch equals twenty (20) feet nor less than one (1) inch equals fifty (50) feet

The property shall be identified by lot lines and location, including dimensions, angles and size, correlated with the legal description of said property.

The title block shall include the name and address of the property owner(s), developer(s) and architect/engineer

Location map including north point and map scale.

Location of existing natural features such as woodlots, streams, rivers, lakes, drains,

Location of existing and proposed buildings, structures, retaining walls, berms, fences, easements, high tension towers, pipe lines, existing utilities such as water and sewer lines, etc., excavations, bridges, culverts and drains and shall identify adjacent properties within one hundred (100) yards and their existing uses.

Existing topography and finished grade line elevations at two (2) foot contour intervals as well as the proposed/existing finished floor elevation for all structures.

Existing and proposed landscaping, including name and size of plant material

The height of all buildings and structures and the distance from all proposed buildings and structures to the nearest property line.

Existing and proposed streets, driveways, sidewalks and other vehicular and pedestrian circulation features within and adjacent to the site; also the location, size and number of parking spaces in the off-street parking areas and the identification of service lands, service parking and loading zones.

Location and height of all light poles.

Location, type and nature of screening proposed for all trash collection areas.

\_\_\_\_ Two full size, folded copies of the site plan must be submitted for staff review. Additional plan sets will be required later to forward to the Planning and Zoning Commission and/or Board of Aldermen.

\_\_\_\_ \$200 application fee



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**SPECIAL USE PERMIT FLOW CHART**

<u>FILING DEADLINE</u>	2 <sup>nd</sup> Wednesday of month #1
<u>PRESENTATION TO PLANNING COMMISSION</u>	1 <sup>st</sup> Wednesday of month #2*
<u>PUBLIC HEARING AT BOARD OF ALDERMEN</u>	3 <sup>rd</sup> Tuesday of month #2**
<u>ACTION ON ENABLING LEGISLATION</u>	1 <sup>st</sup> Tuesday of month #3***

- \* Customarily, P & Z will vote at this meeting. However, the law does not require them to reach a decision until 60 days after the petition has been referred to them. If they have not made a recommendation at the end of 60 days, their inaction is deemed to be a vote in favor of the petition.
  
- \*\* All Special Use Permits require a Public Hearing. Notice of Public Hearings must be given at least 15 days in advance of the hearing. If it seems the P & Z will reach a decision at the prior meeting, a Public Hearing will be scheduled in advance of the P & Z vote. If there is doubt as to a vote by the P & Z, the hearing will not be scheduled until after the P & Z vote.
  
- \*\*\* This is the normal time flow. However, the Board does not have to have a bill prepared until after they have received the input of the public at the Public Hearing. If they choose to get the input of the public before the bill is prepared, hence addressing public concerns within the provisions of the bill, it may delay presentation of the bill until their next meeting. The Board does not have to read a bill more than once at any meeting. Hence, on a slow track the Public Hearing and bill vote process could take as long as 3 meetings of the Board of Aldermen.