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# MUNICIPAL ZONING APPROVAL

## INSTRUCTIONS AND REQUIREMENTS

Municipal Zoning Approval (MZA) is required to ensure a project or activity is permitted in the zoning district within which it lies and meets all site regulations. Each zoning district has specific regulations for building setbacks, height, location, land use, and more. **MZA is required prior to submitting a building permit.** The City of Manchester contracts with St. Louis County for building permit review, issuance, and inspection. This function is completely independent of the City of Manchester; however, the two jurisdictions work together. Building and other similar permits can be obtained through St. Louis County online: [Residential Building - St. Louis County Website \(stlouiscountymo.gov\)](https://www.stlouiscountymo.gov/Residential-Building). Call the County at (314) 615-5184 for more information.

Project Address: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Is the property located within an active Homeowner's Association (HOA)? Yes: \_\_\_\_\_ No: \_\_\_\_\_

*If yes, consult your HOA to determine if there are subdivision restrictions on the project. The HOA enforces subdivision indentures, which are private contracts and legally binding. The City is not involved with subdivision indentures or any private contract.*

Applicant/Representative: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Provide a project narrative/description of the work.

### Supporting Documents Attached (Check all those required. If unsure, consult with the Director of Planning, Zoning and Economic Development).

- \_\_\_ *Site Survey/Plot Plan Depicting the improvements.* This plan must be to scale and depict dimensions, property setbacks, height, type of materials.
- \_\_\_ *Construction Documents.* The City will keep a copy of these documents on file; a separate copy shall be submitted to St. Louis County with the building permit.
- \_\_\_ *Landscaping Plan/Tree Inventory.* Provide if removing any trees on the property.
- \_\_\_ *Greenspace Calculations.* The amount of front, rear, and side yard greenspace (open space) on the property as existing and proposed after the project.
- \_\_\_ *Legal documents (contract, cross access agreement, etc.)*
- \_\_\_ *Other Permits (dumpster, driveway, etc.)*

Plans may also need Fire Protection District Review. Please contact the applicable district for guidance: West County Fire and EMS (636) 256-2000– or Valley Park Fire Protection District (636) 225-4288.

Contact Dig-Rite at (800) 344-7483 prior to digging.

**I hereby certify that the information contained in this application and accompanying documents are correct, and that I will conform to all applicable laws of the City of Manchester and all applicable jurisdictions.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name Printed: \_\_\_\_\_

**FOR OFFICE USE ONLY BELOW**

Municipal Zoning Classification: \_\_\_\_\_

List any applicable variance, site plan or SUP conditions if appropriate: \_\_\_\_\_

Approved by/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Is the property located in a floodplain? Yes: \_\_\_\_\_ No: \_\_\_\_\_

For floodplain review, approved by/Title: \_\_\_\_\_

Notes: \_\_\_\_\_

*Fees: Residential - \$25.00 Residential New Construction - \$100.00 Non-Residential - \$100.00*

Fee paid on: \_\_\_\_\_

Amount: \_\_\_\_\_