

City of Manchester
 14318 Manchester Road
 Manchester, MO 63011
 P: (636) 227-1385 ex. 118
 F: (636) 821-8099
pandz@manchestermo.gov



SPECIAL USE PERMIT APPLICATION

PROJECT ADDRESS: _____

Owner: _____

Address: _____ Phone: _____

City, State, Zip: _____ Email: _____

Applicant: _____

Address: _____ Phone: _____

City, State, Zip: _____ Email: _____

REQUIREMENTS:

Please refer to Article X of the Zoning Code for Special Use Permit requirements. Submittal documents will vary depending on the special use proposed. At a minimum, the following shall be submitted:

- A non-refundable fee of \$300.
- Two (2) hard copies and one electronic copy of:
 - A plot survey/sketch/site plan, to scale and showing lot/property and the proposed improvements, including parking, lighting, landscaping and exterior elevations.
 - A letter of intent describing the proposed use of the Special Use Permit. Description should include (but is not limited to) the nature of the business, hours of operation, number of employees, etc.
 - Information on the number of parking spaces assigned to the space.
 - Any other pertinent information helpful to describe the site, proposed improvements, and operations of the proposed special use.

New construction, substantial alterations to exiting sites or uses that may have an intense impact may be required to submit a traffic impact analysis and stormwater management and erosion control plans. Please consult with the Director of Planning, Zoning and Economic Development for additional requirements.

Legal Description of Property:	
Proposed Special Use:	
Existing Zoning:	

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.

Applicant Signature: _____ Date: _____

Applicant's Name Printed: _____

Owner Signature (if different than applicant) _____ Date: _____

Owner's Name Printed: _____

FOR OFFICE USE ONLY BELOW

ZONING APPROVAL City of Manchester Permit #: _____

Approved by: _____ Date: _____

Director, Planning, Zoning and Economic Development

Zoning Fees Fee paid on: _____ Amount: _____



SPECIAL USE PERMIT INFORMATION AND INSTRUCTIONS

WHAT IS A SPECIAL USE PERMIT (SUP)?

Within each zoning district in the City of Manchester, certain types of land uses are allowed. These land uses fall into two categories: those that are outright permitted (“permitted by right”) and those that are permitted subject to the issuance of a SUP.

Special uses are those that may be desirable, necessary or convenient but that may have detrimental impacts to surrounding areas due to noise, odor, pollution, traffic, additional need for parking and/or other characteristics unique to the particular use. To ensure any negative impacts of the businesses are mitigated, each special use must be reviewed by staff and reviewed and approved by the Planning and Zoning Commission (P &Z) and the Board of Alderman (BOA).

Article X of the City’s Zoning Code provides regulations for Special Use Permits.

APPLICATION AND APPROVAL PROCESS

Applicants are advised to consult with staff from the Department of Planning, Zoning and Economic Development in advance of submission.

1. Two completed hard copies of the application/supporting documentation and one electronic copy of the application/supporting documentation and the non-refundable application fee of \$300 must be submitted to the Department of Planning, Zoning and Economic Development. Consult with City staff and/or refer to Article X of the Zoning Code for a complete list of submissions. The application packet must be submitted 20 days in advance of the P&Z meeting (or as otherwise listed below) to be placed on that agenda.

Planning and Zoning Commission Meetings and Application Deadlines June - December 2023

P&Z MEETING DATE	APPLICATION DEADLINE
June 12	May 24
June 19	June 6
July 10	June 21
July 24	July 3
August 14	July 26
August 21	August 8
September 11	August 23
September 25	September 5
October 9	September 20
October 23	October 2
November 13	October 24
November 27	November 7
December 11	November 21

The P&Z meets the second and third Monday of each month when there is business to conduct. Meetings are held at 6:30 p.m. and are hybrid via zoom and in person at the Manchester Highlands Justice Center, 200 Highlands Boulevard, Manchester Missouri 63011.

2. City staff processes and reviews the application. Staff will \This includes interdepartmental coordination with impacted City departments (Public Works, Parks and Recreation, Police Department) and other pertinent public agencies (St. Louis County, MoDOT, MSD, School Districts etc.).
3. Planning and Zoning Commission considers the application and votes on a recommendation to approve, approve with conditions or deny the application. The applicant should attend the meeting to present the request and respond to questions.
4. Board of Alderman conducts a public hearing on the application. Public notification of the hearing includes a direct mailing to property owners within 185' of the subject property, posting a sign on the property and placing a notice in a newspaper. BOA will conduct a public hearing and then approve or deny the application, with or without conditions. The applicant should attend the meeting to respond to questions. A SUP is approved by ordinance.

AFTER APPROVAL

After a SUP has been granted, the holder of the permit must obtain a business license, occupancy permit or other its equivalent no later than one (1) year after ordinance adoption. An extension may be granted for time periods of ninety (90) days by the BOA if good cause of the delay is shown.

All conditions of the SUP must be met. Failure to comply can result in revocation of the SUP.

No SUP may be transferred to another individual without prior consent of the City. Contact City staff for process.