

City of Manchester
 14318 Manchester Road
 Manchester, MO 63011
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 pandz@manchestermo.gov



Special Use Permit Application

PROJECT ADDRESS: _____
 Owner: _____
 Address: _____ Phone: _____
 City, State, Zip: _____ Email: _____

Applicant: _____
 Address: _____ Phone: _____
 City, State, Zip: _____ Email: _____

REQUIREMENTS:
 Every application submitted to the Planning and Zoning Commission for review and approval must contain the following:

- A non-refundable fee of \$300
- Two (2) copies for initial review and upon request twenty (24) final copies of:
 - A plot survey/sketch/site plan, to scale and showing lot/property in question.
 - A letter of intent describing the proposed use of the Special Use Permit. Description can 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 for the Commission to review with your application.
- Completed application with name of applicant that will appear before the Commission and Board.

An incomplete application may result in your case being postponed to another future Commission meeting.

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: _____

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: _____