



PETITION FOR CONDITIONAL ACCESSORY STRUCTURE PERMIT

APPLICANT: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

PROPERTY OWNER: _____

ADDRESS: _____

PROPOSED STRUCTURE: _____

FLOOR AREA: _____ HEIGHT: _____

LOCATION: _____

USE: _____ ZONING DISTRICT: _____

Two (2) complete sets of the petition with application, fees and PDF must be submitted to the Department of Public Works by the 15th day of the month. After staff review and revision, twenty (20) sets must be submitted by the last Wednesday of the month to be eligible for the Planning & Zoning Commission meeting the following month. Plans & documents must be folded to letter size. Petitions that are incomplete will be returned without review.

We have read this petition and agree to abide by all of its provisions. We have read the City of Des Peres Municipal Code and will comply with all applicable requirements. We have not attempted to pay any city official a fee, commission or gratuity to advance this petition. We have not knowingly provided any false information associated with this petition and agree to be entirely truthful about our intentions during public meetings. This is certified by our signatures below:

APPLICANT: _____ DATE: _____

OWNER: _____ DATE: _____

SUBMITTAL REQUIREMENTS

_____ **FEE OF \$150**

EXPLANATION

_____ Provide written explanation of request indicating proposed improvements & reasons. (One half page or less, typed)

SITE PLAN

- _____ North arrow, Scale, Date
- _____ Scale no greater than 1"= 50'
- _____ Structure location with dimensions
- _____ Setbacks
- _____ Fences or other nearby buildings
- _____ Tree masses or trees 6" or larger in size
- _____ Drainage routes, Swales & direction of flow

FLOOR PLAN

_____ Floor plan layout of building

ELEVATION DRAWINGS

- _____ Elevation drawings of sides
- _____ Material descriptions/Samples
- _____ Height
- _____ Architecture with windows, doors & roof slopes
- _____ Lighting, if any