



CITY OF TWIN OAKS

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“A” SINGLE-FAMILY DWELLING DISTRICT; “B” SINGLE-FAMILY ATTACHED DWELLING DISTRICT; AND “D” PARK DISTRICT RESIDENTIAL CONDITIONAL USE PERMIT PROCESS

Step 1

Applicant files 18 copies of complete* application for conditional use permit (including site development plan) with City Administrator

[*All **required** items must be affirmatively addressed. Required items which are not applicable must be noted as such on the application.]

[Submittal must be made not less than 15 days prior to the date of the next scheduled meeting of Planning and Zoning Commission.]

City Administrator provides copies to Board of Aldermen and refers application for conditional use permit to Planning and Zoning Commission at next available meeting for study, review and report.

Step 2

Planning and Zoning Commission within 60 days of receipt reviews application for conditional use permit approval and recommends to Board of Aldermen that:

1. Approval be granted;
2. Site development plan be modified; or
3. Application be denied

Board of Aldermen receives Planning and Zoning Commission recommendations or (after 60 days) reviews proposed conditional use permit and site development plan

Step 3

City Administrator schedules public hearing and directs publication of notice
[minimum 15 days prior notice in newspaper]

Board of Aldermen conducts Public Hearing and receives comments on proposed conditional use and site development plan

Board of Aldermen, upon conclusion of Public Hearing, determines whether the proposed conditional use will:

- Substantially increase traffic hazard or congestion;
- Substantially increase fire hazard;
- Adversely affect neighborhood character;
- Adversely affect community welfare; or
- Overtax or adversely impact public utilities

Step 4

If findings regarding 1 through 5 above are negative, **Board of Aldermen** approves conditional use permit and may impose site use and operating conditions by ordinance

Proposed construction or development must commence within one (1) year of the date of approval

REQUIRED FOR:

- Any public building in any zoning district.
- Community building or recreation field in any zoning district.
- Nurseries and greenhouses in any zoning district; *provided that* all principal buildings and accessory buildings shall not be located less than one hundred (100) feet from a lot line.