

# CITY OF WASHINGTON, MISSOURI

Department of Planning and Engineering Services  
405 Jefferson Street • Washington, Missouri 63090  
636.390.1010 phone • 636.239.4649 fax

## Special Use Permit

Zoning districts regulate land uses by placing them into three separate categories: permitted uses, special uses and prohibited uses. All land uses placed within the special use category require a written application subject to Planning and Zoning Commission review and City Council action. See Article V of the City's Development Code.

When submitting the attached application, the following documents are required:

1. Site plan of the proposed special use
2. Legal description
3. Application fee of \$150.00 (made payable to the City of Washington)

After the Planning and Zoning Commission reviews the proposed special use permit, the Chairman will send a letter of recommendation to the City Council. The City Council will then set a hearing date for the application. Pursuant to Section 400.220, no action shall be taken upon any applications for a proposed building or use (referred to above) until and unless the report of the Planning and Zoning Commission has been filed; provided, however, that if no report is received from the Commission within forty-five (45) days, the City Council may proceed with its action upon the application. A public notice must be published for the City Council hearing fifteen (15) days in advance of the hearing date.

All requests for a Special Use Permit will be processed according to the following schedule:

1. Application Deadline for Public Hearing...Three weeks prior to Planning & Zoning Meeting
2. Planning and Zoning Meeting..... Second Monday of the month, 7:30 p.m.
3. City Council holds Public Hearing .....First Monday of the month following a fifteen (15) day advertised notice
4. City Council renders a decision ..... Third Monday of the month

The typical timeframe from submitting an application to receiving a decision is two months.

Property owners within 185 feet of the lot where the proposed special use is intended will be notified via regular mail by the Engineering Department. This notification will be prior to the Planning and Zoning Commission meeting and City Council hearing.

All questions regarding the application should be directed to the Engineering Department at 636-390-1010, or email [smaniaci@ci.washington.mo.us](mailto:smaniaci@ci.washington.mo.us).

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**SPECIAL USE PERMIT APPLICATION**

All applications for Special Use Permits must be submitted to the Engineering Department at least 15 working days prior to the second Monday of each month in order to be placed on the agenda for the Planning & Zoning Commission Meeting.

Please Print:

Street Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Subdivision: \_\_\_\_\_ PID# \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

It is proposed that the property be put to the following use: \_\_\_\_\_

Lot Size: Frontage \_\_\_\_\_ (feet) Depth \_\_\_\_\_ (feet) Number of Stories \_\_\_\_\_

Number of Units: \_\_\_\_\_ Number of Off-Street Parking Spaces: \_\_\_\_\_

**Include with this Special Use Permit Application:**

1. Application Fee of \$150.00 (make check payable to the 'City of Washington')
2. Completed Special Use Permit Application
3. Plot Plan
4. Legal Description of Property
5. Building Elevation Plan (for new construction only)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name Printed

## SPECIAL USE PERMIT EVALUATION CRITERIA

*The following criteria are used in evaluating a Special Use Permit Application. It is recommended these criteria be addressed as to their applicability to the proposed Special Use Permit request:*

1. The compatibility of the proposal, in terms of both use and appearance, with the surrounding neighborhood.

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2. The comparative size, floor area, and mass of the proposed structure in relationship to adjacent structures and buildings in the surrounding properties and neighborhood.

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3. The frequency and duration of various indoor and outdoor activities and special events, and the impact of these activities on the surrounding area.

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4. The capacity of adjacent streets to handle increased traffic in terms of traffic volume, including hourly and daily levels.

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5. The added noise level created by activities associated with the proposed use.

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6. The requirements for public services where the demands of the proposed use are in excess of the individual demands of the adjacent land uses, in terms of police and fire protection, and the presence of any potential or real fire hazards created by the proposed use.

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7. Whether the general appearance of the neighborhood will be adversely affected by the location of the proposed use on the parcel.

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8. The impact of night lighting in terms of intensity, duration and frequency of use, as it impacts adjacent properties, and in terms of presence in the neighborhood.

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9. The impact of the landscaping of the proposed use, in terms of maintained landscaped areas, versus areas to remain in a natural state, as well as the openness of landscape versus the use of buffers and screens.

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10. The impact of a significant amount of hard-surfaced areas for buildings, sidewalks, drives, parking areas and service areas, in terms of noise transfer, water run-off, and heat generation.

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