



**City of Sunset Hills - Planning & Zoning Department**

**Change of Zoning Submittal Checklist**

The items in the checklist below must be submitted prior to the submittal deadline for Planning & Zoning consideration. Missing items by the submission deadline will delay the process until the following month.

Development Name: \_\_\_\_\_ Date: \_\_\_\_\_

Development Address(s): \_\_\_\_\_

Area of Tract: \_\_\_\_\_ Number of Proposed Buildings: \_\_\_\_\_

Current Zone: \_\_\_\_\_ Proposed Zone: \_\_\_\_\_

Developer Name: \_\_\_\_\_ Engineering Firm: \_\_\_\_\_

Attention: \_\_\_\_\_ Attention: \_\_\_\_\_

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

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

Property Interest of Applicant: ( ) Owner ( ) Contract Purchaser ( ) Other \_\_\_\_\_

Petitioner Input		Staff Notes
Item	Included ( X )	
A legal description of the property		
A scaled map of the property, clearly showing the boundaries of the property; its current and proposed zoning district classification; and the current zoning classification of adjacent property		
A description of the proposed use of the property and the estimated impact of the proposed use on the surrounding neighborhood		
The name, address, and telephone number of the petitioner(s)		
The petitioner's interest in the property, and if the petitioner is not the owner, the name, address, and telephone number of the owner(s)		
Other information as required for a planned development or a conditional use		
At the applicant's discretion, unless otherwise required by this Ordinance or by the Board of Aldermen or Planning and Zoning Commission, a site plan, perspectives, elevations, or models that will assist in clarifying the proposed use of the property to be rezoned		
A legal description of the property		

Applicant concurrence

This information is correct and accurate:

Printed

Signed

Date



3939 S. Lindbergh Boulevard – Sunset Hills, Missouri 63127  
 (314) 849-3400 – (314) 849-8720  
 www.sunset-hills.com

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