

*Village of Innsbrook*

# **Procedures Manual**

**October 1, 2014**

**Amended 11/11/2014**

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# **1 Introduction**

The purpose of this Manual (or “the Manual”) is to set forth guidelines for the proper administration of the Village regulations. Through the use of this manual, the Village zoning and municipal regulations will be applied more equitably and consistently.

The power to enact zoning and municipal regulations has been granted to cities and counties by the state enabling legislation. These statutes require the participation of three separate bodies in the process of administering the regulations: The Planning Commission, the Board of Adjustment, and the Board of Trustees. Included are descriptions of the general role of each of these participants.

## **2 Key Village Documents**

### **2.1 Comprehensive Plan**

This Plan is intended to guide policy and provide guidance for future actions involving land development and land preservation. The Plan should be recognized and utilized as a flexible document to be interpreted within the broad spectrum of land development possibilities and changing conditions. The most recent version of this plan was adopted by Planning and Zoning Resolution Number 2013 07-03, dated 3 July 2013. This plan can be found on the Village’s website ([www.villageofinnsbrook.org](http://www.villageofinnsbrook.org)).

### **2.2 Zoning Regulations (ZR), 11/12/2013 (Ord. 187)**

The Zoning Regulations are enacted by ordinance and amended from time to time for implementing the Comprehensive Plan. They delineate the boundaries for land use districts which regulate:

- land development and use
- density of population
- lot coverage
- bulk of structures

The purpose of the Zoning Regulations is to:

- provide for the orderly growth and harmonious development of the Village
- protect and promote the public health, safety, convenience, comfort and general welfare of the Village
- facilitate the adequate provision of transportation, water, sewage service, schools, parks, and other requirements
- encourage appropriate uses of land
- maintain and stabilize the value of property
- provide minimum standards for the proper location and width of streets, roads, building lines, open space and recreation and to avoid congestion of population
- protect and conserve the value of land, buildings and improvements and to minimize conflicts among the uses of land and buildings
- establish reasonable standards of design for subdivisions and planned developments in order to further the orderly layout and use of land

### **2.3 Other Pertinent Documents**

- Schedule of Fees (Ord. 135) (see page 15)

### **3 Village Organization**

#### **3.1 Board of Trustees (ZR §14.5)**

The Village Board is the elected body created in accordance with the Revised Statutes of the State of Missouri, as the Village of Innsbrook Board of Trustees. The Village Board has jurisdiction in all Village matters as defined in the Village of Innsbrook Ordinance Number 5.

#### **3.2 Planning and Zoning Commission (ZR §14.4)**

The Planning and Zoning Commission is appointed by the Village Board of Trustees in accordance with the Revised Statutes of the State of Missouri. It has advisory jurisdiction and duties in zoning matters as specified in the Zoning Regulations and as defined in the Village of Innsbrook Ordinance Number 8. Duties include:

- Prepare, develop, update, and adopt the comprehensive plan
- Formulate and update zoning regulations
- Hold public hearings for proposed zoning changes and make recommendations to the Board of Trustees
- Consider floodplain development controls
- Prepare and publish other plans and procedures as assigned by the Trustees

#### **3.3 Board of Adjustment (ZR §14.3)**

The Innsbrook Board of Adjustment was established under the Village of Innsbrook Ordinance Number 9 in accordance with Chapter 89, RSMO. The Board of Adjustment is a five-member body of citizens appointed by the Chairman of the Village Board of Trustees, subject to confirmation by the Village Board of Trustees, which is authorized to hear appeals from landowners regarding the strict application of the regulations of the Village of Innsbrook's Zoning Ordinance and other related ordinances, as well as interpretations of requirements. The Board of Adjustment has the jurisdiction and authority to:

- Hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the Building Commissioner, Zoning Administrator, or Village Administrator in the enforcement of ordinances.
- Hear and decide all matters referred to it or upon which it is required to pass under the provision of Village Ordinances or under State law.
- Permit the extension of a district where the boundary line of a district divides a lot in a single ownership of the Zoning Regulations.
- Interpret the provisions of Village Ordinances in such a way as to carry out the intent and purpose of said document.

#### **3.4 Village Administrator**

The Village Administrator/Clerk has overall responsibility for administering and conducting the day-to-day operations of the Village. He/she answers to and takes direction from the Village Board of Trustees and supervises other staff members when employed. Duties include:

- Duties as set forth by the Board of Trustees
- Organize and maintain Village records in accordance with State law
- Send or have agendas sent to members of the Board of Trustees
- Draft or have staff reports drafted on agenda items and sent to the Trustees prior to each Trustee meeting
- Maintain financial records of the Village and prepare reports for the Trustees

- Carry out written correspondence
- Post notices of public hearings as prescribed by state law
- Meet with residents, contractors, vendors, and others as needed to conduct Village business

### **3.5 Planning and Zoning Administrator (ZR §14.7)**

The Planning and Zoning Administrator interprets and applies the Zoning Regulations, issues permits, and administers Village planning and zoning activities. Issues that are ambiguous or open to interpretation are referred to the Planning and Zoning Commission. Currently the Village Administrator serves in this capacity. Duties include:

- Meet with applicants prior to application submittal and accept applications for Planning Commission agenda items
- Draft or have staff reports drafted on agenda items and sent to Planning Commission members prior to each Planning Commission meeting
- Send or have agendas sent to members of the Planning Commission
- Inform applicants of decisions
- Carry out written correspondence
- Maintain the records of the Planning Commission
- Other duties as requested by the Planning and Zoning Commission

## **4 Permits**

### **4.1 Building Permit (Zoning Certificate) (ZR §§14.6.1, 8.3.3)**

A Building Permit (Zoning Certificate) is required to be issued by the Village before any building or other structure, or part thereof, can be erected, constructed, reconstructed, enlarged, moved, or structurally altered, and before the use of any building, structure, or land is changed within the Village. In cases where a temporary use is authorized, the temporary use permit serves as the building permit. A permit application (see Appendix), together with the appropriate fee (see §12) must be submitted to and approved by the Village. Note, applicants are advised that a building permit may also be required by the Fire District in whose jurisdiction the building is to be located. Construction within the Innsbrook Resort Planned Development must also be approved by the Innsbrook Property Association Architectural Review Board.

Warrenton Fire Protection District  
606 Fairgrounds Road  
Warrenton, MO 63383  
636-456-8935

Wright City Fire Protection District  
PO Box 522, 396 West 2nd Street  
Wright City, MO 63390  
636-745-2262

Innsbrook Property Owners Association Architectural Review Board  
#1 Aspen Circle Drive  
Innsbrook, MO 63390  
636-745-3000

#### **4.1.1 Principal Structure**

This is the main building on a lot, or the building which houses the principal use of the premises. The requirements for these structures are found throughout the Zoning Regulations in the Chapters 3, 4, and 5 pertaining to the specific use of the structure.

#### **4.1.2 Accessory Structure (ZR §8.5.1)**

Accessory or other structures incidental to and commonly associated with a primary structure allowed as an approved permitted or special use within a particular zoning district may be permitted to occupy the same zoning lot as the approved use. It must be operated and maintained under the same ownership and on the same zoning lot as the approved uses; it shall not include structures or structural features inconsistent with the approved principal use; and it shall not involve the conduct of any business, profession, or trade unless expressly authorized hereinafter. The application must include a site plan (ZR §8.5.1.2) and location (ZR §8.5.1.4).

### **4.2 Special Use Permit (ZR §14.9)**

Certain uses or exceptions are permitted in some zoning districts only when a Special use permit has been approved by the Board of Trustees. Such uses require study with respect to specific location and design considerations to assure that they will have minimal negative impact on surrounding properties. The process for obtaining special use authorization is as follows:

#### **4.2.1 Presubmittal Meeting**

Contact the Village of Innsbrook Zoning Administrator to discuss the proposed Special Use Permit and verify its compliance with the Village's Zoning Regulations and obtain the proper application form.

#### **4.2.2 Application**

A special use permit application (see Appendix) must be submitted for uses not otherwise permitted by the regulations of the district in which it is located (see ZR Appendices E and F).

#### **4.2.3 Standards for Approval**

The following criteria will be considered when reviewing each Special Use Permit. The burden is placed on the applicant to prove that the proposed Special Use Permit complies with the following:

- 4.2.3.1 Public Welfare** - The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
- 4.2.3.2 Injury to Other Property** - The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
- 4.2.3.3 Impede Other Development** - The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
- 4.2.3.4 Provision of Infrastructure** - Adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.
- 4.2.3.5 Traffic Congestion** - Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- 4.2.3.6 Consistency** - The special use conforms to the applicable regulations of this Ordinance, the Comprehensive Plan, and other applicable Village regulations, except as such regulations may

in each instance be modified by the Village Board, pursuant to the recommendation of the Planning and Zoning Commission.

#### **4.2.4 Planning and Zoning Commission Action**

The appropriateness of the use will be determined in consideration of surrounding uses, activities and conditions of the site and of surrounding areas. The application, and its supporting documentation, will be reviewed and considered by the Village Planning and Zoning Commission. A public hearing will be held by the commission to insure surrounding property owners have the opportunity to comment on the applicant's plans. The commission will then forward the application, supporting documentation, and written findings of fact with recommended action within sixty (60) days of the public hearing, to the Village Trustees for their action.

#### **4.2.5 Village Trustee Action**

The Village Board of Trustees will review the application, supporting documentation, finding of fact, and Planning and Zoning Commission recommendation and then take final action on the application for a special use permit. If the Village Trustees do not act within sixty (60) days the application shall be deemed to be disapproved. (ZR §14.9.5) If the application is disapproved the application can be resubmitted after a period of one (1) year from the date of said order of denial, except on the grounds of new evidence or proof of changed conditions found to be valid by the Village Board.

### **4.3 Temporary Use (ZR §8.6)**

A Temporary Use Permit (see Appendix) is required for structures which, because of their unique characteristics, cannot be permitted in any particular district on a permanent basis, but which may be either necessary or desirable for a temporary period. The temporary structure must be so established and maintained so as to least interfere with the use and enjoyment of neighboring uses and structures and to insure public safety and convenience. (ZR §§8.6.2-8.6.4)

### **4.4 Sign and Billboard (ZR Chapter 12)**

Requirements for signs and billboards within the Village of Innsbrook are contained in Chapter 12 of the Zoning Regulations. Applicants should review their proposed sign design and installation with respect to these requirements to insure compliance and therefore a smooth approval process. An application, with supporting documentation, must be submitted in accordance with ZR §12.7.1 (see Appendix).

### **4.5 Fence (ZR §8.7.2)**

A permit is required before a fence is installed or rebuilt. The location, height, and alignment of the fence are set out in the Zoning Regulations §8.7.2. Generally, fences up to six feet in height are permitted for rear yard fencing; only small, low profile ornamental fences and walls are permitted in the front yard. (See Appendix)

### **4.6 Home Occupation (Business) (ZR §8.5.2)**

A home based business (home occupation) is an occupation or profession which is customarily carried on entirely within the dwelling unit by a member of the family residing in the dwelling unit, which is clearly incidental and secondary to the use of the dwelling unit for residential purposes. In most cases, home based business results in a home office, where business is done via the U.S. Mail, phone, fax and/or computer. Typically, home occupations have limited customer traffic coming to the residence, do not require or possess equipment supplies which are not customarily found in a residence, and are characterized by business being done off-site.



Applicants are encouraged to meet with the Zoning Administrator to receive a complete explanation of the home occupation definitions and zoning requirements and to discuss the restrictions and limitations relating to the home occupations. An application (see Appendix) must be prepared and submitted to the Village for approval. The Village Planning and Zoning Commission will review the application and supporting information at a regularly scheduled meeting and recommend the action to be taken to the Village Trustees. The Village Trustees will consider the application and recommendation by the Planning and Zoning Commission and either approve the application or return it with conditions for approval or reason for disapproval.

#### **4.7 Wastewater Treatment Systems (ZR Appendix A)**

Wastewater treatment systems fall into two categories each of which are regulated by different Missouri State Departments. Larger, offsite systems which treats more than 3,000 gallons a day are regulated by the Department of Natural Resources (DOR) and include systems such as the Innsbrook central sewage treatment system. Onsite systems that process 3,000 gallons per day or less of domestic waste from structures within the Village of Innsbrook are regulated by the Department of Health and Senior Services (DHSS) and must be designed, installed, inspected, and operated in accordance with the Missouri State requirements in Appendix A of the Zoning Regulations. These onsite systems are the subject of the procedures which follow.

##### **4.7.1 Permits**

A permit, issued by the Missouri Department of Health and Senior Services (DHSS) is required for the installation of all new treatment systems or for major modifications of existing systems. Minor modifications or repairs may be done without a permit. Applicants are encouraged to have any minor modification or repair done by qualified individuals or contractors. However, all major modifications and new installations must be performed by qualified individuals or contractors. Applications may be obtained directly from DHSS at (573) 751-6095. Ask the receptionist for a wastewater application. Assistance with completing and submittal of applications and payment of fees directly to the state is available from contractors licensed to do work on onsite treatment systems.

##### **4.7.2 Major Modifications**

Major modifications include the redesigning, alteration, or expansion of an onsite wastewater treatment system by relocation of the system or a part of the system; replacement of septic tank; or construction of a new absorption field.

##### **4.7.3 Minor Modifications or Repairs**

Minor modifications or repairs include any of the following tasks and do not require a permit or prior approval:

- Replacing no more than one length (10') of broken or collapsed pipe;
- Replacing broken/missing clean-outs;
- Installing risers on tanks to bring the manhole closer to final grade;
- Replace baffles inside tanks;
- Pumping of tanks;
- Adjustment of distribution devices;
- Replacement of pumps, floats, or control panels and;
- Performing routine maintenance of system.

#### **4.7.4 Qualified Contractors/Individuals**

The State of Missouri maintains a current list of contractors/individuals certified or licensed to perform the various tasks associated with these systems as follows, click on Warren County:

- **Installation/major repair -**  
<http://health.mo.gov/living/environment/onsite/counties/index.php>
- **Soils testing -**  
<http://health.mo.gov/living/environment/onsite/ose/index.php>
- **Design of alternate systems -**  
<https://renew.pr.mo.gov/apelsla-licensee-search.asp>  
(Select name of county [Warren], select profession name [Professional Engineer], and click submit to obtain list.)

#### **4.7.5 Inspection on Transfer of Ownership**

The Village of Innsbrook recommends that an inspection of the onsite treatment system associated with any structure being transferred to a new owner be inspected in accordance with the requirements of §A.4 of Appendix A of the Zoning Regulations. A list of state licensed inspectors/evaluators can be found at:

<http://health.mo.gov/living/environment/onsite/inspectors/index.php>

#### **4.7.6 System Maintenance**

Owners are encouraged to use the DHSS Onsite Wastewater Treatment System Owner's Manual as a guide to maintaining their onsite treatment systems. The System Owner's Manual can be found at:

<http://health.mo.gov/living/environment/onsite/pdf/SystemOwnersManual.pdf>

## **5 Plans and Drawings**

### **5.1 Site Plans (ZR §7.1)**

A site plan review by the Planning and Zoning Commission and approval by the Village Board of Trustees is required for all non-residential uses, any exterior construction, change in use, or increase in the intensity of an existing use, including variances, accessory structures, and Special Uses, but excluding normal maintenance activity prior to the issuance of a building permit. This process will insure that all development proposals are in compliance with applicable Village codes, ordinances, standards, and policies.

Applicants are encouraged to meet with the Zoning Administrator and applicable utility agencies to receive a complete explanation of the zoning requirements, the site plan application procedure, the application form (see Appendix), and to discuss all relevant issues relating to the site plan application.

### **5.2 Plat Drawings**

Plat drawings are required to be submitted and approved by the Village for any case where legal boundaries are to be changed. A plat drawing produced and certified by a registered land surveyor (ZR §14.6.2.1) is required for cases where a zoning lot is being divided into two or more lots (ZR §8.4.2) or where a lot or lots are being resubdivided or replatted (ZR §9.1.6). (See Appendix)

### **5.3 Supporting Documentation**

#### **5.3.1 Prerequisites for Plat Approval (ZR §9.1.7.3)**

The regulations state that "no plat of a subdivision shall be approved unless the final plat and accompanying materials indicate that measures to be taken to control erosion and sedimentation will

be adequate to assure that sediment is not transported from the site by a storm event of ten-year frequency or less". The format of these materials is at the discretion of the applicant but must clearly demonstrate how erosion control will be accomplished. A careful review of this section of the regulations is recommended.

### **5.3.2 Specifications (ZR §§9. 3, 9.4.5)**

These sections should be carefully reviewed if the proposed project will involve roadways, storm sewers, or sidewalks. The format should follow accepted engineering practices.

### **5.3.3 Storm Water Calculations (ZR §9.5.3)**

Engineering design data submitted must clearly demonstrate that the requirements of sections 9.5.1 and 9.5.2 of the Zoning Regulations will be met.

### **5.3.4 Other Documentation**

Other supporting documentation can include pictures, illustrations, topographical maps, conceptual designs, landscape designs, or playground layouts as are appropriate to provide a clear understanding of what is proposed.

## **6 Zoning/Rezoning**

### **6.1 Initial Zoning (Annexation)**

Presently the Village Trustees are only annexing parcels of land into the Village on a voluntary basis and is accomplished by ordinance in accordance with Section 71.012 of the Revised Statutes of the State of Missouri (Revised 11/2010). The initial zoning district assignment is Agricultural Forest Management for properties annexed into the Village. (See Appendix for the petition form) If an applicant wishes the land to be zoned other than Agricultural Forest Management an application for a zoning district amendment (see §6.2) can be filed and acted upon at the same time. Following are the steps to be followed in this process:

1. Contact the Village of Innsbrook at 636-745-8844 to determine if the property in question is compact and contiguous to the corporate limits.
2. File an application for a petition for simplified boundary change twenty-one (21) days before the Trustee meeting in which a public hearing will be held. Included with the application shall be:
  - a. A legible legal description
  - b. A plat map by a land surveyor or professional engineer licensed in the State of Missouri of said area proposing to be annexed.
  - c. A copy of the record of deed showing proof of ownership of the property including an address or general description of the location of the area to be annexed
  - d. A list of all property owners within 175 feet of the boundaries of the proposed annexation must be submitted.
3. Submit a Two Hundred dollar (\$200.00) annexation application fee. Checks need to be made payable to the Village of Innsbrook. Submit a seventy-five dollar (\$75.00) annexation publication fee. Public notice is given for a public hearing before the Board of Trustees, published in the paper a minimum of fifteen (15) days before the public hearing. Any unused funds will be refunded or applicant will be billed if funds are insufficient.
4. Submit the amount of the current cost of certified mailing per property owner as submitted in 2(d) above.
5. The public hearing is conducted at the Board of Trustees meeting. A representative must attend.

6. There is a period of fourteen (14) days after the public hearing in which protests may be filed. If no protests are filed the annexation will be approved at the next regularly scheduled Trustee meeting in the form of an ordinance.
7. The Village Administrator will advise the proper authorities of annexation after passage. Copies of the annexation ordinance shall also be sent to the Department of Revenue, FEMA, SEMA, Centurytel, Ameren UE, Cuivre River Electric, Warren County Assessor and Census Bureau.
8. If necessary the next step is to zone the property. Please see section 6.2 below.

### **6.2 Zoning District Amendment (Rezoning) (ZR §14.8)**

A Presubmittal Meeting with the Village Zoning Administrator is recommended to obtain the necessary applications and instructions. (See Appendix for the application and checklist.) Once the application has been reviewed and accepted by the Zoning Administrator it will be submitted to the Planning and Zoning Commission for their consideration and recommendation for or against approval. The application and all supporting documentation is then forwarded to the Village Board of Trustees for their consideration and action. Public hearings may be conducted by both the Commission and the Trustees prior to their final action. If approved, the zoning district change will be adopted by ordinance by the Village Trustees.

### **6.3 Zoning Text Amendment (ZR §14.8.4)**

A proposal for an amendment of the text of the zoning regulations is initiated by either the Planning Commission or the Board of Trustees of the Village of Innsbrook. A citizen may also begin the amendment process by submitting the proposed change to the Zoning Administrator, with a request for consideration by the Planning and Zoning Commission at their next regular meeting. (See Appendix for the application.) If the Commission accepts the change a public hearing will be scheduled and conducted at a regularly scheduled meeting. If approved by the Commission the change will be forwarded to the Trustees for their approval. If approved by the Trustees the change will be adopted by ordinance and become part of the Village's Zoning Regulations.

### **6.4 Zoning Boundary Adjustment/Amendment (ZR §14.8.5)**

Amendments affecting specific properties which, generally, do not affect other property's zoning (map amendment) may be initiated by any party with such authority. When a map amendment is proposed, the Planning and Zoning Commission will conduct a public hearing, make written findings of fact, and then submit these findings together with a recommended course of action to the Village Board of Trustees for final action. (See Appendix for the application.)

## **7 Subdivisions (ZR Chapter 9)**

All subdivisions must conform to the Village Comprehensive Plan, Zoning Regulations, and all other applicable ordinances, resolutions, and plans and must be appropriate to the topography, drainage, and other natural features of the site. (ZR §9.1.1)

The approval process for subdivisions is as follows:

1. Annex the property in question into the Village, if not already within the Village. (§6.1)
2. Amend the zoning of the property to be appropriate for the type of subdivision (ZR Chapter 4) planned. (§6.2)
3. Submit plans and drawings (§5) with the appropriate applications (Appendix) to include:
  - a. Site plans (§5.1)
  - b. Plat drawings (§5.2)
  - c. Supporting documentation (§5.3)

Developers are urged to meet with the Village Zoning Administrator before beginning the process to insure they understand the process and the time line for approval.

## **8 Planned Developments (ZR Chapter 10)**

The purpose of a planned development is to encourage and allow more creative and imaginative design of land developments than is possible under more conventional district zoning. Planned developments are intended to allow substantial flexibility in planning and designing and often accrues in the form of relief from compliance with conventional zoning ordinance site and design requirements. Ideally, this flexibility results in a development that is better planned, that contains more amenities, and ultimately a development that is more desirable to live in than one produced in accordance with typical zoning ordinance and subdivision controls. An intrinsic, and often neglected, premise upon which the approval of a Planned Development (PD) must be conditioned, is that while greater density or more lenient siting requirements may be granted, the Planned Development should contain features not normally required of traditional developments. Inherent to realizing these objectives, is continuous and in-depth scrutiny of the proposed Planned Development is being adhered to. Hence, to enable thorough analysis of a Planned Development, more information is demanded about the proposal than would be required if development were being pursued under conventional zoning requirements.

The approval process involves the following steps:

1. Pre-application Procedure (ZR§10.4.1)
2. Conceptual Plan Procedure (Optional) (ZR§10.4.2)
3. Preliminary Plat Procedure (ZR§10.4.3)
4. Final Plat Procedure (ZR§10.4.4)

Submission requirements are defined in ZR§10.5. Developers are urged to meet with the Village Zoning Administrator before beginning the process to insure they understand the process and the time line for approval.

## **9 Variances**

When an applicant feels that the strict application of the requirements of the Zoning Regulations would create an undue hardship, he or she may request a variance from the Board of Adjustment. The Board of Adjustment must base its decision, to as great a degree as possible, on factual evidence and not the personal opinion of the applicant, neighbors, or others. The request for a variance should be based on a conflict between the restrictions on the development of the property due to the Zoning Regulations and the restrictions on the development of the property due to its physical characteristics. A variance should be issued only to the specific restrictions on physical construction and not to the list of permissible land uses within a given zone.

In order to request a variance from the Board of Adjustment:

1. The applicant should first meet with the Zoning Administrator to receive a complete explanation of the zoning requirement in question, the variance procedure, and a application form (See Appendix).
2. The applicant shall submit a completed application form and pay the appropriate application fee. As a part of the application, a sketch map shall be submitted showing the lot dimensions proposed and existing structures and uses on the property for which the variance is being requested and on immediately adjacent properties.
3. Upon submittal of a completed application form and attachments and payment of the appropriate application fee, the Zoning Administrator will schedule a meeting of the Board of Adjustment.

Fifteen (15) days prior to the Board of Adjustment meeting, an official notice to the public shall be published in a newspaper of general circulation in the Village explaining the variance request and the time and place of the scheduled hearing. In addition, a copy of the public hearing notice will be mailed by the Village to each party of interest, owners of all property located within one hundred and eight-five (185) feet of the boundaries of the property included in the application, and to each Board of Adjustment member at least fifteen (15) days prior to the date of the public hearing. (ZR §14.18.3)

4. At the scheduled meeting, the Board of Adjustment will hear all facts and testimony from all parties wishing to be heard concerning the requested variance. In each case, the Board of Adjustment will not grant a variance unless it finds, based on the evidence presented, facts which conclusively support **all** of the following findings:
  - a. The variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zone or district, and is not created by an action or actions of the property owner or applicant.
  - b. The granting of the permit for the variance will not adversely affect the rights of adjacent property owners represented in the application.
  - c. The strict application of the provisions of Village regulations of which the variance is requested will constitute unnecessary hardship upon the property owner represented in the application.
  - d. The variance desired will not adversely affect the public health, safety, morals, order, convenience prosperity, or general welfare.
  - e. The granting of the variance desired will not be opposed to the general spirit and intent of Village regulations.
5. Pursuant to State Statue Section 89.090.2 RSMO a concurrent vote of 4 members of the board is necessary for the board to exercise its power.
6. Minutes of the public meeting, including evidence presented during the proceedings and the findings of the Board of Adjustment, will be kept. The Board of Adjustment may grant, grant Specially, or deny the application for a variance. The written determination of the Zoning Board of Adjustment (See Appendix) will be sent to all affected parties.

## **10 Appeal of Administrative Decisions**

Where it is alleged that there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of the Village Regulations, or of any ordinance adopted pursuant thereto, that interpretation may be appealed to the Board of Adjustment. In its deliberations, the Board of Adjustment must only consider whether or not the interpretation in question conformed to what was actually written in the regulations. The Board of Adjustment may not declare the regulations unfair or attempt to act contrary to their purpose. The Board of Adjustment can clarify ambiguities or resolve conflict between opposing sections. Since the Board of Adjustment's decisions may affect future application of the regulation in question, the specific hardships of the applicant should not be considered when reaching a determination.

The applicant will first meet with the Office of the Village Administrator to receive a full explanation of the requirement in question as currently interpreted. If an appeal is to be made, an application (See Appendix) may be obtained and must be filed within 30 days after a ruling has been made. A clear and accurate written description of the ruling, work, or action in which the appeal or interpretation is involved and a statement justifying the appellant's position must be submitted with the application.

After having met with the Village Administrator, the applicant may file a completed application with the Village Clerk and pay the appropriate fee. An application will not be scheduled for public hearing until the application form has been fully completed, the filing fee is paid, and all required information submitted. The Village Administrator will then post a public hearing notice and schedule a meeting of the Board of Adjustment and send copies of the application to members of the Board of Adjustment.

At its meeting, the Board will hear all facts and testimony from all parties wishing to be heard concerning the appeal. The appeal must be heard by the Board within a reasonable period of time from the date that the completed application is submitted and fee is paid. A written decision will be rendered without unreasonable delay.

The Board of Adjustment may either affirm, reverse or modify the order, requirement or interpretation at issue. The determination, in written form, will be sent to all affected parties by the Village Clerk. A recorder will keep minutes of the public meeting including evidence presented during the proceedings and the findings of the Board.

Any person, official, or governmental agency dissatisfied with any order or determination of the Board may bring an action in the District Court to determine the reasonableness of any such order or determination. Such appeals must be filed in the District Court within thirty (30) days of the date that the decision of the Board has been filed in the Office of the Village Clerk.

## **11 Public Hearings and Ordinances (ZR §14.18)**

Before adoption or amendment of all or any part of the Comprehensive Plan, Village Zoning Regulations, or Village Regulations, a public hearing on the matter in question will be held as required by law. The Village Administrator will post a notice of such public hearings in the official county newspaper at least fifteen (15) days before the date set for the hearing. Such notice will fix the time and place for such a hearing and will describe the proposal in general terms. Matters requiring approval of the Village Board of Trustees will be confirmed and adopted by ordinance.

## 12 Fees (Ordinance 203)

The schedule of fees for the Village of Innsbrook are shown below.

### Zoning Building Permits

Residential:	\$35.00
Commercial:	\$50.00

**Fence Permits:** No Charge

**Billboard & Sign Permits:** \$35.00

### Special or Conditional Use

Application:	\$125.00
Publication:	\$75.00*

### Site Plan Application

Application:	\$100.00
Publication:	\$75.00*
Engineering Deposit	\$500.00 **

### Variance Application

Application:	\$100.00
Publication:	\$75.00*

### Appeals

Application:	\$125.00
Publication:	\$75.00*

### Rezone Application

Application:	\$100.00
Publication:	\$75.00*
Certified Mailings (# x cost of certified mailing)	

#### Acreage Fee:\*\*\*

Less than 1 acre:	\$175.00
1 to 4.99 acres:	\$200.00
5 to 9.99 acres:	\$250.00
10 to 19.99 acres:	\$300.00
20 to 49.99 acres:	\$350.00
50 to 99.99 acres:	\$400.00
100 to 199.99 acres:	\$450.00
200 to 299.99 acres:	\$500.00
300 to 399.99 acres:	\$550.00
400 to 499.99 acres:	\$600.00
500 acres and over:	\$700.00

### Subdivisions

Application:	\$125.00
Publication:	\$75.00*
Preliminary Plats:	\$1.00/lot
Engineering Deposit	\$500.00**

### Replat/Boundary Adjustment

Application:	\$125.00
Preliminary Plats:	\$1.00/lot

### Amendments to Zoning Code

Application:	\$200.00
Publication:	\$75.00*
Certified Mailings (# x cost of certified mailing)	

### Simple Annexation

Application:	\$200.00
Publication:	\$75.00*
Certified Mailings (# x cost of certified mailing)	

### Document Fees

Document Search:	\$18.00/Hour
Xerox Copies:	\$0.10/Page
Comp. Plan/Zoning Regs.	
Paper Copy:	\$25.00
Plan on CD:	\$7.00/CD
Plan online or emailed:	No Charge

\*Unused funds will be refunded or applicant will be billed if funds are insufficient

\*\*Only if determined by the Planning and Zoning Commission that engineering services are needed. Unused funds will be refunded or applicant will be billed if funds are insufficient.

\*\*\*If no staff review is required fee may be waived at the discretion of the Board of Trustees.



## 13 Applications

The following applications are contained in this appendix:

- **ZONING CERTIFICATE (Building Permit)..... 18**
- **SPECIAL USE PERMIT..... 19**
- **TEMPORARY USE PERMIT..... 20**
- **SIGN PERMIT.....21**
- **FENCE PERMIT..... 22**
- **HOME OCCUPATION PERMIT..... 23**
- **SITE PLAN..... 25**
- **SUBDIVISION PLAT/REPLAT/BOUNDARY CHANGE..... 29**
- **ANNEXATION - Petition for Simplified Boundary Change.....35**
- **REZONING.....36**
- **ZONING TEXT AMENDMENT..... 38**
- **ZONING BOUNDARY ADJUSTMENT.....39**
- **VARIANCE APPLICATION (BOARD OF ADJUSTMENT).....41**
- **DETERMINATION OF VARIANCE REQUEST..... 43**
- **APPEAL OF ADMINISTRATIVE DECISION APPLICATION..... 44**

**ZONING CERTIFICATE (Building Permit) APPLICATION  
(ZR §14.6 - Residential and Commercial)**

Return Form To:  
Village of Innsbrook  
1835 Highway F

Innsbrook, MO 63390  
(636)745-8844

**For Office Use Only:**

Case #: \_\_\_\_\_

Date Filed: \_\_\_\_\_

---

**Name of Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Owner of Subject Property:** \_\_\_\_\_

**Address of Subject Property:** \_\_\_\_\_

**Zoning of Subject Property:** \_\_\_\_\_

**Nature of Project (Intended Use) :** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The following items shall be submitted with this application:**

1. Submit a copy of the plat and/or site plan of the subject parcel(s) of land drawn to scale showing the actual dimensions and any existing buildings, driveways, utilities and other improvements, including the height and square footage of all structures.
2. Plans for structure(s) to be constructed on the property as shown on the site plan
3. Application fee made payable to the "Village of Innsbrook" (See Schedule of Fees)

Once confirmation of the zoning is determined, the Village will send a letter to the applicant certifying the current zoning.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

---

**For office use only:**

**Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_ **Reason** \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Approving Authority

# SPECIAL USE PERMIT APPLICATION

(Procedure Manual §4.2)

Return Form To:

Village of Innsbrook  
1835 Highway F  
Innsbrook, MO 63390  
(636)745-8844

For Office Use Only:

Case #: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Required Fees: \_\_\_\_\_  
P&Z Meeting: \_\_\_\_\_  
Trustee Meeting: \_\_\_\_\_

---

**Name of Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Owner of Subject Property:** \_\_\_\_\_

**Address of Subject Property:** \_\_\_\_\_

**Zoning of Subject Property:** \_\_\_\_\_

**Description of Use Requested:** \_\_\_\_\_

**The following items shall be submitted with this application:**

1. A copy of the official plat and a site plan of the subject parcel(s) of land drawn to scale showing the actual dimensions of the site, existing buildings, driveways, utilities and other improvements, including the height and square footage of all structures. All site plans shall be prepared by a licensed Land Surveyor or Engineer licensed in the State of Missouri. A digital copy of the site plan shall also be provided.
2. Plans for structure(s) to be constructed on the property as shown on the site plan
3. Application fee made payable to the "Village of Innsbrook" (See Schedule of Fees)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

---

**For office use only:**

**Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_ **Reason** \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Approving Authority

# TEMPORARY USE PERMIT APPLICATION

(Procedure Manual §4.3, ZR §8.6)

Return Form To:

Village Hall  
Village of Innsbrook  
1835 Highway F  
Innsbrook, MO 63390

**For Office Use Only:**

Case #: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Required Fees: \_\_\_\_\_

---

**Name of Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Owner of Subject Property:** \_\_\_\_\_

**Address of Subject Property:** \_\_\_\_\_

**Zoning of Subject Property:** \_\_\_\_\_

**Description of Temporary Use Requested:** \_\_\_\_\_

**Date and Duration of Temporary Use or Structure Requested:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Site Plan:** A site plan shall be submitted showing the location of any temporary structure, trailer, tent, outdoor sales area or proposed parking areas when applicable. (No fee)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

---

**For office use only:**

**Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_ **Reason** \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Approving Authority

# SIGN PERMIT APPLICATION

## (ZR Chapter 12)

Return Form To:

Village of Innsbrook  
1835 Highway F  
Innsbrook, MO 63390  
(636) 745-8844

**For Office Use Only**

Case ID. \_\_\_\_\_  
Filing Fee: \_\_\_\_\_  
Dated Filed: \_\_\_\_\_

---

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Parcel zoning: \_\_\_\_\_ Address where sign will be erected \_\_\_\_\_  
Present Use of Property: \_\_\_\_\_  
Sign Size: \_\_\_\_\_ Sign Material: \_\_\_\_\_  
Will the sign be illuminated: \_\_\_\_\_ Yes \_\_\_\_\_ No

**The following items shall be submitted with this application:**

1. Site plan showing location of proposed sign(s), including any existing signs, and all easements and right-of-ways.
2. Drawing of the proposed sign(s) showing height and outline of the sign(s) in square feet.
3. Sketch of the proposed sign(s) showing design, colors, and lighting features, if any.
4. Application fee made payable to the "Village of Innsbrook" (See Schedule of Fees)

\_\_\_\_\_  
Signature of Applicant  
\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Date

---

**For office use only:**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Reason \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Approving Authority

**FENCE PERMIT APPLICATION  
(ZR §8.7.2)**

Return Form To:  
Village of Innsbrook  
1835 Highway F  
Innsbrook, MO 63390  
(636) 745-8844

**For Office Use Only**  
Case ID. \_\_\_\_\_  
Filing Fee:   N/A    
Dated Filed: \_\_\_\_\_

---

**Name of Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Owner of Subject Property:** \_\_\_\_\_

**PROPERTY INFORMATION:**

Street Address or General Location of Property: \_\_\_\_\_

Present Zoning \_\_\_\_\_ Proposed height of fence, hedge or wall \_\_\_\_\_

**The following items shall be submitted with this application:**

1. An aerial drawing or survey of the property showing the location of the proposed fence, hedge or wall.
2. A drawing describing the proposed fence, wall or hedge and the material to be used in the construction.
3. No fee.

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

\_\_\_\_\_  
Signature of Property Owner \_\_\_\_\_  
Date

---

**For office use only:**

**Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_ **Reason** \_\_\_\_\_

Date \_\_\_\_\_  
\_\_\_\_\_  
Signature of Approving Authority

**HOME OCCUPATION PERMIT APPLICATION**  
**(ZR §8.5.2)**

Return Form To:

Village of Innsbrook  
1835 Highway F  
Innsbrook, MO 63390  
(636)745-8844

For Office Use Only:

Case #: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Required Fees: \_\_\_\_\_  
P&Z Meeting: \_\_\_\_\_  
Trustee Meeting: \_\_\_\_\_

---

**APPLICANT INFORMATION:**

**Name of Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**PROPERTY INFORMATION:**

Address of Property: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Proposed Home Occupation: \_\_\_\_\_

By signing below I hereby affirm that the information I have provided on this application, including the "Home Occupation Review Checklist" attached is true and upon approval of the home occupation requested in this application I agree to abide by the conditions and limitations specified for home occupations in the zoning regulations and any provisions specified by the Zoning Administrator as a condition to approval of the application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

---

**For office use only:**

**Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_ **Reason** \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Approving Authority

### Home Occupation Review Checklist

<i>A home occupation permit shall not be issued if the answer is yes to any of the following questions:</i>	<b>Yes</b>	<b>No</b>
1. Will any person be employed in the home occupation other than a person occupying the dwelling unit as their residence and one full-time equivalent, non-resident employee?		
2. Will the home occupation occupy more than fifteen (15) percent of the floor area of one (1) floor or three hundred (300) square feet of floor area?		
3. Will any signage proposed exceed one (1) square foot or any displays or activity that will indicate from the exterior that the structure is being used, in part, for any purpose other than that of a residence?		
4. Will any materials or equipment used in the home occupation be stored outdoors?		
5. Will the home occupation involve any commodities sold or services rendered that require receipt or delivery of merchandise, goods, or equipment by other than a passenger motor vehicle or by parcel or letter carrier mail service?		
6. Will the home occupation result in the alteration of the exterior of the principal residential structure that changes the character thereof as a dwelling?		
7. Will the home occupation generate traffic that is abnormal to a residential neighborhood or require off-site parking?		
8. Will the home occupation generate noise, odor, smoke, electrical interference, vibration, or other nuisance in excess of that normally associated with residential use?		



**SITE PLAN APPLICATION**  
**(Procedure Manual §5.1)**

Return Form To:

Village of Innsbrook  
1835 Highway F  
Innsbrook, MO 63390  
(636) 745-8844

**For Office Use Only**

Case ID. \_\_\_\_\_  
Filing Fee: \_\_\_\_\_  
Dated Filed: \_\_\_\_\_

---

**APPLICANT INFORMATION:**

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Address: \_\_\_\_\_

**PROPERTY INFORMATION:**

Name of Owner of Record \_\_\_\_\_  
Address of Owner of Record \_\_\_\_\_  
Address of Property: \_\_\_\_\_  
Present Zoning Classification: \_\_\_\_\_ Acreage: \_\_\_\_\_  
Present Use of Property: \_\_\_\_\_  
Proposed Use of Property: \_\_\_\_\_

**The following items shall be submitted with this application:**

1. A list parcels adjoining the property showing their land use, current zoning, and name and address of the owner of record.
2. A completed "Site Plan Review Check List", see attached.
3. Ten (10) copies of site plan

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

\_\_\_\_\_  
Signature of Property Owner \_\_\_\_\_  
Date

---

**For office use only:**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Reason \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Approving Authority

<b>Site Plan Review Checklist</b>		
<i>Does the proposed site plan include the following information? If not, attach a separate sheet explaining why.</i>	<b>Yes</b>	<b>No</b>
1. Name of the project, address, boundaries, date, north arrow and scale of the plan.		
2. Name and address of the owner of record, developer, and seal of the engineer, architect or landscape architect.		
3. Name and address of all owners of record of abutting parcels.		
4. All existing lot lines, easements, and rights-of-way. Include area in acres or square feet, abutting land uses and structures.		
5. The location and use of all existing and proposed buildings and structures within the development, including all dimensions of height and floor area, show all exterior entrances and all anticipated future additions and alterations, and typical elevations and building materials.		
6. The location of all present and proposed public and private ways, driveways, sidewalks, ramps, curbs and fences. Location type and screening details for all waste disposal containers shall also be shown.		
7. The location of required parking areas including parking stalls, setbacks and loading and service areas.		
8. The location, height, intensity, bulb type (e.g., fluorescent, sodium incandescent) of all external lighting and methods to eliminate glare onto adjoining properties.		
9. The location, height, size, materials, and design of all proposed signage.		
10. A landscape plan showing all existing open space, trees forest cover and water sources, and all proposed changes to these features including the size and type of plant material.		

### Site Plan Review Checklist

<i>Does the proposed site plan include the following information? If not, attach a separate sheet explaining why.</i>	<b>Yes</b>	<b>No</b>
<p>11. The location of all existing and proposed utility systems including:</p> <ul style="list-style-type: none"> <li>a) sewer lines and manholes;</li> <li>b) water lines and fire hydrants;</li> <li>c) telephone, cable and electrical systems; and</li> <li>d) storm drainage system including existing and proposed drain lines, culverts, catch basins, head walls, end walls, hydrants, manholes, and drainage swales.</li> </ul>		
<p>12. Plans to prevent the pollution of surface or groundwater, the erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable.</p>		
<p>13. Existing and proposed topography shown at not more than two-foot contour intervals. All elevation shall refer to United States Geodetic Survey (U.S.G.S.) datum. (See definition - Surface Water Elevation). No building shall be located in the 100-year flood plain.</p>		
<p>14. Existing and proposed zoning district boundaries adjacent to the site's perimeter shall be drawn and identified on the plan.</p>		
<p>15. Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within 100 feet of the site.</p>		

**For office use only:**

<b>Site Plan Review Criteria</b>		
<i>Does the proposed site plan meet the following criteria? If not, attach a separate sheet explaining why.</i>	<b>Yes</b>	<b>No</b>
1. Does the proposal conform to the provisions of the Village's Zoning regulations?		
2. Will the development be compatible with the surrounding area?		
3. Does the proposal conform to the provisions of the Village's Subdivision Regulations?		
4. Does the proposal conform to the goals, objectives and policies of the Comprehensive Plan?		
5. Does the proposal conform to the customary engineering standards used in the Village?		
6. Are the streets, paths, walkways, and driveways located such that they enhance safety and minimize any adverse traffic impact on the surrounding area?		
7. Have the proposed buildings, structures, walkways, roads, driveways, open space (if any), and parking lots been located to preserve existing off-site views and create desirable on-site views, conserve natural resources and amenities including prime agricultural land, minimize any adverse flood impact, ensure that proposed structures are located on suitable soils, minimize any adverse environmental impact, and minimize any present or future cost to the Village and private providers of utilities in order to adequately provide public utility services to the site.		

## PLAT APPLICATION

Return Form To:

Village of Innsbrook  
1835 Highway F  
Innsbrook, MO 63390  
(636) 745-8844

**For Office Use Only**

Case ID. \_\_\_\_\_  
Filing Fee: \_\_\_\_\_  
Dated Filed: \_\_\_\_\_

---

**APPLICANT INFORMATION:**

Name of Subdivision (Current/Proposed): \_\_\_\_\_

Current Zoning \_\_\_\_\_ Zoning Change Required: Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

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

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

Name of Subdivider: \_\_\_\_\_

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

Surveyor: \_\_\_\_\_

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

---

**PURPOSE OF APPLICATION:**

- Resubdivision/Replat (Checklist not required)
- Preliminary Subdivision or Planned Development Plat (Preliminary Plat Checklist Required)
- Final Subdivision or Planned Development Plat (Final Plat Checklist Required)

**The following items shall be submitted with this application:**

1. Checklist (if required)
2. Two (2) copies of plat drawing and supporting documentation
3. Application fee made payable to the "Village of Innsbrook" (See Schedule of Fees)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**For office use only:**

**Planning and Zoning Commission Recommendation:** Approval \_\_\_\_\_ Disapproval \_\_\_\_\_

Reason \_\_\_\_\_

Date \_\_\_\_\_

**Board of Trustee Action:**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Reason \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Approving Authority

<b>Preliminary Plat Review Checklist</b>		
<i>Checklist is to be completed by the applicant. If the answer to any of the questions is "No", a written explanation must accompany this checklist.</i>	<b>Yes</b>	<b>No</b>
1. Are the location of boundary lines referenced to section or quarter lines?		
2. Is the scale of the plat, 1"-100' or larger?		
3. Is the location, width, and name of platted streets (including streets within 500 feet of the boundaries) or other public ways, parks, open spaces, and existing permanent buildings shown?		
4. Is the location and size of proposed parks, playgrounds, churches, school sites or other special uses of land to be considered for reservation or dedication for public use shown?		
5. Are existing sewers, water mains, gas mains, culverts, or other underground installations with pipe size and manholes, grades and location shown?		
6. Is the general plan of sewage disposal, water supply and drainage, including a map showing the drainage area of each major drainage way shown?		
7. Is the topography with contour intervals of not more than two feet, referred to U.S.G.S. datum shown? (See definition - Surface Water Elevation). (Where the ground is too flat for contours, spot elevations shall be provided.)		
8. Is the location of water courses, bridges, wooded areas, lakes, ravines and such other features as may be pertinent to the subdivision shown?		
9. Is the general arrangement of lots and their approximate size shown?		
10. Does the proposed subdivision design conform to the Comprehensive Plan?		
11. Does the proposed subdivision design avoid making the development of adjacent more difficult?		
12. Are lots sized appropriately for the zoning district?		

**Preliminary Plat Review Checklist**

<i>Checklist is to be completed by the applicant. If the answer to any of the questions is "No", a written explanation must accompany this checklist.</i>	<b>Yes</b>	<b>No</b>
13. Are all lots free from floodplain encroachment?		
14. Are drainage ways and other drainage facilities sufficient to prevent flooding both on-site and off-site?		
15. Are all lots buildable with respect to topography, drainage ways, bedrock, and soil conditions?		
16. Do proposed street grades and alignment meet all requirements?		



### Final Plat Review Checklist

<i>Checklist is to be completed by the applicant. If the answer to any of the questions is "No", a written explanation must accompany this checklist.</i>	Yes	No
1. Is the location of section, township, range, county and state, including the description boundaries of the subdivision based on an accurate traverse, giving angular and linear dimensions that are mathematically correct? (The allowable error of closing on any portion of the plat shall be one foot in five thousand (5,000).)		
2. Is the location of existing monuments or bench marks shown and described on the final plat? (Location of such monuments shall be shown in reference to existing official monuments or the nearest established street lines, including the true angles and distances to such reference points or monuments.)		
3. Is the location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet with the length of radii on all curves, and other information necessary to reproduce the plat on the ground shown?		
4. Are lots numbered or lettered clearly in the center of the block?		
5. Are the exact locations, widths and names of all streets and alleys to be dedicated shown?		
6. Are the boundary lines and description of the boundary lines of any area other than streets and alleys which are to be dedicated or reserved for public use shown?		
7. Are the Building setback lines on the front and side streets with dimensions shown?		
8. Is the name, signature and seal of the licensed land surveyor preparing the plat shown?		
9. Is the scale of the plat (scale to be shown graphically and in feet per plat scale inch), date of preparation and north point shown?		

<b>Final Plat Review Checklist</b>		
<i>Checklist is to be completed by the applicant. If the answer to any of the questions is "No", a written explanation must accompany this checklist.</i>	<b>Yes</b>	<b>No</b>
10. Is a statement dedicating all easements, streets, alleys, and all other public areas not previously dedicated included?		
11. Was an original mylar drawing submitted?		
12. Have all acknowledgment and titles been signed? a) Owner or owners and all mortgagors b) Dedications or reservations c) Registered surveyor preparing plat d) Village Clerk and County Collector		
13. Has certification been submitted stating that all taxes and special assessments due and payable have been paid?		
14. Are any deed restrictions planned for the subdivision? If so, has a copy been submitted?		
15. How has the installation of the improvements been guaranteed? Use the table below?		

	<u>Letter of Credit</u>	<u>Surety Bond</u>	<u>Petition(%)</u>
Streets	_____	_____	_____
Water	_____	_____	_____
Sewer	_____	_____	_____
Other, as required	_____	_____	_____
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

# Annexation Petition for Simplified Boundary Change

Revised 11/2010

Date: \_\_\_\_\_

Annexation No. \_\_\_\_\_

## APPLICANT INFORMATION

## SITE INFORMATION

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Address: \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Parcel No.: \_\_\_\_\_  
Phone: \_\_\_\_\_ Book No.: \_\_\_\_\_ Page No.: \_\_\_\_\_  
(If applicable)

The undersigned, being the owner(s) of all fee interest of record in property located at:

**Address** (if applicable): \_\_\_\_\_

hereby requests the annexation of my (our) property into the Village of Innsbrook. In support of this petition, being of lawful age and duly sworn upon our oaths, further state as follows:

1. The undersigned is/are the owner (s) of all fee interest of record of the tract of land described above and proposed to be annexed into the Village of Innsbrook.
2. That the real property is situated entirely within an unincorporated portion of Warren County, Missouri.
3. That the real property is either contiguous to property being proposed for annexation, which is contiguous to the existing corporate limits of the Village of Innsbrook or is directly contiguous to the corporate limits of the Village of Innsbrook.

**IN WITNESS WHEREOF**, I/we have set our hand this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\*\*\*\*\*

Application Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted by Village of Innsbrook Board of Trustees by Ord. No. \_\_\_\_\_ Date: \_\_\_\_\_

Fees: \$200 Application Fee \_\_\_\_\_ \$75.00 Publication Fee \_\_\_\_\_ Certification Mailing Fee \$ \_\_\_\_\_

# REZONING APPLICATION

Return Form To:

Village of Innsbrook  
1835 Highway F  
Innsbrook, MO 63390  
(636)745-8844

For Office Use Only:

Case #: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Required Fees: \_\_\_\_\_  
P&Z Meeting: \_\_\_\_\_  
Trustee Meeting: \_\_\_\_\_

---

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

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

Owner of Subject Property: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Zoning of Subject Property: \_\_\_\_\_ Zoning District Requested: \_\_\_\_\_

**SURROUNDING LAND USE AND ZONING:**

	<u>Land Use</u>	<u>Zoning</u>
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

**The following items shall be submitted with this application:**

1. Three (3) copies of the official plat
2. Three (3) copies of site plan
3. Application fee made payable to the "Village of Innsbrook" (See Schedule of Fees)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

### Rezoning Checklist

<i>Does the proposed site plan meet the following criteria? If not, attach a separate sheet explaining why (To be completed by the applicant).</i>	<b>Yes</b>	<b>No</b>
1. Will the uses be compatible with the surrounding area?		
2. Do adequate public school facilities and other public services exist or can be created to serve the needs of any additional dwelling units likely to be constructed as a result of such change?		
3. Does the proposal conform to the goals, objectives and policies of the Comprehensive Plan?		
4. Is the proposed change is in accord with any existing or proposed plans for providing public water supply and sanitary sewers in the vicinity?		
5. Will property values of this and surrounding properties be maintained or improved by this change?		
6. Has this change considered the impact on the health, safety, morals, or general welfare of the public?		

# ZONING TEXT AMENDMENT APPLICATION

Return Form To:

Village of Innsbrook  
1835 Highway F  
Innsbrook, MO 63390  
(636)745-8844

For Office Use Only:

Case #: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Required Fees: \_\_\_\_\_  
P&Z Meeting: \_\_\_\_\_  
Trustee Meeting: \_\_\_\_\_

---

**APPLICANT INFORMATION:**

**Name of Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**TEXT AMENDMENT PROPOSED:**

Section to Be Amended: Article: \_\_\_\_\_ Section: \_\_\_\_\_

Present Text: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Text: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Amendment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional sheets as needed.

**IMPACT OF AMENDMENT:**

Does the amendment add language to the Regulations?	Yes ___	No ___
Does the amendment supplement an existing section?	Yes ___	No ___
Does the amendment modify an existing section?	Yes ___	No ___
Does the amendment repeal a section?	Yes ___	No ___

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Application fee made payable to the Village of Innsbrook" (See Fee Schedule)

## ZONING BOUNDARY ADJUSTMENT

Return Form To:

Village of Innsbrook  
1835 Highway F  
Innsbrook, MO 63390  
(636)745-8844

For Office Use Only:

Case #: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Required Fees: \_\_\_\_\_  
P&Z Meeting: \_\_\_\_\_  
Trustee Meeting: \_\_\_\_\_

---

**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_

**PROPERTY INFORMATION:**

1. General Location of Property \_\_\_\_\_
2. Legal Description \_\_\_\_\_  
\_\_\_\_\_
3. Existing Zoning \_\_\_\_\_
4. Gross Acreage \_\_\_\_\_
5. Existing Street Right-of-Way Width : \_\_\_\_\_
6. Proposed Change \_\_\_\_\_  
\_\_\_\_\_

7. Is there a public water supply available to serve the resulting property(ies)?  
Yes \_\_\_\_\_ No \_\_\_\_\_
8. Is there a public sanitary sewer available to serve the resulting property(ies)?  
Yes \_\_\_\_\_ No \_\_\_\_\_
9. Application fee made payable to the Village of Innsbrook" (See Fee Schedule)

The owner herein agrees to comply with the Village of Innsbrook, Missouri Subdivision Regulations and all other pertinent ordinances or resolutions of the Village as are determined to be applicable, and the Statutes of the State of Missouri. It is agreed that all costs of recording the lot split and supplemental documents thereto with the Recorder of Deeds shall be assumed and paid by the owner when billed. The undersigned further states that he is the owner of the property proposed for the lot split.

\_\_\_\_\_  
Owner's Signature \_\_\_\_\_  
Date

**INSTRUCTIONS:**

The following is to be completed by the applicant or his engineer and shall accompany this application when it is submitted to the Zoning Administrator.

- |  | Yes | No  |
|--|-----|-----|
| A. Have the required copies of the survey or drawing been submitted? | ___ | ___ |
| B. Has the filing fee been submitted?                                | ___ | ___ |

A boundary amendment shall not be approved if the answer is <b>yes</b> to any of the following questions:	Yes	No
1. Is a new street or alley required or proposed?		
2. Is a vacation of streets, alleys, setback lines, access control or easements required or proposed?		
3. Will the change result in significant increases in service requirements or interfere with maintaining existing service levels?		
4. Is there less street right-of-way than required by these regulations or the Comprehensive Plan?		
5. Are easement requirements unsatisfied?		
6. Will such change result in a tract without direct access to a street?		
7. Will a substandard-sized lot or parcel be created?		

**OFFICE USE ONLY:**

Zoning Administrator Action: \_\_\_\_\_ Date: \_\_\_\_\_

Date filed with Recorder of Deeds: \_\_\_\_\_



**VARIANCE APPLICATION  
(BOARD OF ADJUSTMENT)**

Return Form To:

Village Hall  
Village of Innsbrook  
1835 Highway F  
Innsbrook, MO 63390  
(636) 745-8844

For Office Use Only

Case ID. \_\_\_\_\_  
Filing Fee: N/A  
Dated Filed: \_\_\_\_\_

---

**APPLICANT INFORMATION:**

**Name of Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Name of Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**PROPERTY INFORMATION:**

Location of Property: \_\_\_\_\_

Legal Description: \_\_\_\_\_

---

**ADJACENT ZONING AND LAND USE:**

	<u>Existing Land Use</u>	<u>Zoning</u>
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

**VARIANCE INFORMATION**

List the Title & Section of the requirements which prevent the proposed use or construction: \_\_\_\_\_

Describe the particular hardship which would result if the particular requirements listed above were strictly applied to the subject property: \_\_\_\_\_

The reduction of the minimum requirements which would be necessary to permit the proposed use or construction: \_\_\_\_\_

---

Applicant's Signature

---

Date

**Variance Application Checklist**

PLEASE INDICATE BELOW THE EXTENT TO WHICH THE FOLLOWING STANDARDS ARE MET, IN THE APPLICANT'S OPINION. PROVIDE AN EXPLANATION ON A SEPARATE SHEET FOR EACH STANDARD WHICH IS FOUND TO BE MET.	Yes	No
1. <b>UNIQUENESS:</b> The variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zone or district, and is not created by an action or actions of the property owner or applicant.		
2. <b>ADJACENT PROPERTY:</b> The granting of the permit for the variance will not adversely affect the rights of adjacent property owners represented in the application.		
3. <b>HARDSHIP:</b> The strict application of the provisions of the zoning regulations of which the variance is requested will constitute unnecessary hardship upon the property owner represented in the application.		
4. <b>PUBLIC INTEREST:</b> The variance desired will not adversely affect the public health, safety, morals, order, convenience prosperity, or general welfare.		
5. <b>SPIRIT AND INTENT:</b> The granting of the variance desired will not be opposed to the general spirit and intent of the Zoning Regulations.		

# DETERMINATION OF VARIANCE REQUEST

Filed At:  
Village Hall  
Village of Innsbrook  
1835 Highway F  
Innsbrook, MO 63390  
(636) 745-8844

For Office Use Only  
Case ID. \_\_\_\_\_  
Notice Date: \_\_\_\_\_  
BOA Date: \_\_\_\_\_

---

ON \_\_\_\_\_, 20\_\_\_\_, THE VILLAGE OF INNSBROOK BOARD OF ADJUSTMENT AT ITS MEETING TOOK THE FOLLOWING ACTION:

APPROVED \_\_\_\_\_ SPECIALLY APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_  
THE VARIANCE REQUESTED FROM SECTION \_\_\_\_\_ OF THE ZONING REGULATIONS FOR THE PROPERTY AT

\_\_\_\_\_ (ADDRESS OR LOCATION)

AS REQUESTED BY \_\_\_\_\_ (APPLICANT).

IN \_\_\_\_\_ (ACTION) THIS REQUEST, THE BOARD OF ADJUSTMENT FOUND THAT THE VARIANCE (DID/DID NOT) FULFILL THE NECESSARY FIVE CONDITIONS FOR VARIANCE APPROVAL. SPECIFICALLY, THE BOARD OF ADJUSTMENT FOUND:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FINDINGS OF ZONING BOARD OF ADJUSTMENT ON EACH OF THE FOLLOWING CONDITIONS:

	Approved	Denied
a Uniqueness	_____	_____
b Adjacent Property	_____	_____
c Hardship	_____	_____
d Public Interest	_____	_____
e Spirit and Intent	_____	_____

Conditions (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairman of the Board of Adjustment

\_\_\_\_\_  
Date

**APPEAL OF ADMINISTRATIVE DECISION APPLICATION**

Return Form To:

Village Hall  
Village of Innsbrook  
1835 Highway F  
Innsbrook, MO 63390  
(636) 745-8844

For Office Use Only

Case ID. \_\_\_\_\_  
Filing Fee: N/A  
Dated Filed: \_\_\_\_\_  
Board Date \_\_\_\_\_

**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_

**DECISION INFORMATION:**

Details of decision to which appeal applies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Regulation being appealed: \_\_\_\_\_

Explanation of decision being appealed and result requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Findings of the Board of Adjustment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairman of the Board of Adjustment

\_\_\_\_\_  
Date