



# CONDITIONAL USE PERMIT PROCESS GUIDE

- 1. WHAT IS A CONDITIONAL USE?** - It is a type of use, that because of its nature or location, requires additional review by the City. This review process requires a minimum of one (1) meeting of the Planning and Zoning Commission for a recommendation and two meetings, one of which is a public hearing, for a decision by the Board of Aldermen. **Please contact 314 587-2827 if you need further information or wish to submit a conditional use permit application.**
- 2. WHAT TYPES OF PROJECTS REQUIRE THIS PERMIT?** - Each zoning district within the City of Town and Country has a listed of permitted uses (allowed by right, without special permission) and conditional uses that require review and approval. Residential districts include a number of standard conditional uses. Further, if permitted accessory structures are over a certain size they to require a conditional use permit. Please see the table below.

TYPES OF RESIDENTIAL CONDITIONAL USES		
USE	WHEN IS A CUP REQUIRED?	SPECIAL NOTES
Children's Playhouse	Over 50 square feet in area and/or over 8 feet in height	Any type of elevated children's playhouse will need a CUP.
Dog House	Over 50 square feet in area and/or over 6 feet in height, includes fencing	
Driveway gates	Always required	Only properties along major streets are eligible. See separate guide for more details.
Hot Tub	Over 70 square feet of water surface and/or more than 2.5 feet out of the ground	
Non-Ilsted Accessory Structure	Always required	If an accessory structure is not specifically listed in a Zoning District it automatically requires a CUP
Outdoor Game Court, Permanent	Always required	
Outdoor Game Court, Temporary	Over 1,000 square feet in area and/or over 15 feet in height	
Pavillion	Over 200 square feet in area and/or 16 feet in height	The term pavillion includes gazebos and pergolas
Pool House	Over 300 square feet in area and/or over 15 feet in height	
Private Stables	Always required	Only lots 5 acres or greater are eligible for private stables
Solar Panels in Front Yard	Always required	Solar panels installed on the ground or front of the house facing the street
Storage Building	Over 100 square feet in area and/or over 8 feet in height	
Swimming Pool	Over 1,000 square feet of water surface and/or more than 60% of wall structure above ground	

**3. WHAT IS REQUIRED FOR A CONDITIONAL USE PERMIT APPLICATION?** - While conditional uses will vary on a case-by-case basis the following items should, at a minimum, be submitted with the application.

- A site plan of the property with all information as required by *Section 405.260 Site Plan Review* of the Zoning Code.
- A landscape plan if the building or structure is located above grade.
- A simple written narrative describing the project.
- Any floor plans or elevations of the proposed building or structure.
- Photographs of the area where the proposed conditional use will be located.
- If applicable, approval from subdivision trustees. This can be in the form of signed plans, emails or letters.
- Any letters of support from neighbors who might be impacted by a conditional use.

**Conditional Use Permit Process**

