



# Warren County Planning and Zoning

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## **BUILDING OR PLACING A STRUCTURE IN WARREN COUNTY**

**SECTION 1: Residences**     **FEES:** New single family residence permit: \$80.00 (Exact cash or check only)

STEP 1: SOIL EVALUATION -If you are building a home, obtain a soil evaluation from one of the State and County approved Soil Scientist.

STEP 2: FLOODPLAIN - If you are building in the floodplain, you will be given information on the process you need to follow.

STEP 3: PERMITS - If you are on a community sewage system, a permit is required BEFORE a residence may be built. If the residence will be served by an on-site sewage system, two permits are required. Permits expire 1 year from the date of issuance and are not issued the same day. Display permit at construction site. If the property owner listed on the deed is unable to obtain the permits; a signed, notarized affidavit must be presented giving someone else permission to obtain permits on the property. If your home is being constructed on-site, you may obtain a temporary electric sticker with your permit for construction purposes only. If you are building a new residence and there is an existing home on the property, you have 60 days to remove the home.

### **When Applying - Bring the Following:**

- Copy of building plans (unless you are in the floodplain they will be returned) or
- A layout of the new/used mobile / manufactured / modular home with make, model and year. Zoning does not allow a home constructed off-site to be placed on a property and/or issue a permanent electric sticker for a new residence until a final inspection of the sewage system has been completed.
- Address Assignment from 911 Business Offices call (636) 456-7088.
- Recorded warranty deed if the property has been purchased less than 6 months ago
- Completed site plan
- Completed permit application
- A photo ID of the property owner or their designated representative (with a notarized affidavit).

**If you are creating a new entrance point from your property onto a STATE road, you MUST contact MoDot, 573-248-2474; if the new entrance point is onto a COUNTY road, you MUST contact the County Road & Bridge Dept., 636-456-3512.**

STEP 4: ELECTRIC STICKERS - When the Sewage system is completed and has been inspected by Warren County Environmental Public Health Specialist, you can pickup your final sewage inspection form and permanent electric sticker from this office.

\* **NOTE:** Warrenton and Wright City Fire Districts require building permits. Please contact them at:

**Warrenton Fire – (636) 456-8935**

**Wright City Fire – (636) 745-2262**

Monthly County Permit lists are supplied to these Fire Districts.

**\*The Zoning Permit fee will double if not obtained before the project is started.**

## **SECTION 2: Improvements, Additions or Non Residential Structures (without plumbed water)**

**FEES:** Zoning Improvements-\$40.00 (Exact cash or check only)

STEP 1: FLOODPLAIN - If you are building in the floodplain, you will be given information on the process you need to follow.

STEP 2: PERMITS - Permits expire 1 year from the date of issuance and are not issued the same day. Display permit at construction site. If the property owner listed on the deed is unable to obtain the permits; a signed, notarized affidavit must be presented giving someone else permission to obtain permits on the property. Certain non-residential activities require Conditional Use Permits. Contact this office for more information.

### When Applying - Bring the Following:

- Copy of building plans (unless you are in the floodplain they will be returned)
- Address Assignment from 911 Business Offices call **(636) 456-7088**.
- Recorded warranty deed if the property has been purchased less than 6 months ago
- Completed site plan
- Completed permit application
- A photo ID of the property owner or their designated representative (with a notarized affidavit).

**If you are creating a new entrance point from your property onto a STATE road, you MUST contact MoDot, 573-248-2474; if the new entrance point is onto a COUNTY road, you MUST contact the County Road & Bridge Dept., 636-456-3512.**

Step 3: ELECTRIC STICKERS - When permit is approved and paid for a temporary electric sticker will be issued for non-residential structures, if requested.

\* **NOTE:** Warrenton and Wright City Fire Districts require building permits. Please contact them at:

**Warrenton Fire – (636) 456-8935**

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# Warren County Planning and Zoning Application

PARCEL ID \_\_\_\_\_ PERMIT # \_\_\_\_\_

CONDITIONAL USE \_\_\_\_\_ REZONE From \_\_\_\_\_ To \_\_\_\_\_

PLAT: P F Description: \_\_\_\_\_

(Circle One)

Zone Order Reference: \_\_\_\_\_

Please check all that apply:

**RESIDENCE** \_\_\_\_\_ (New construction only)

Single Family \_\_\_\_\_ Multi Family \_\_\_\_\_

Single Story \_\_\_\_\_ Two Story \_\_\_\_\_

Basement \_\_\_\_\_ Slab Foundation \_\_\_\_\_ Concrete Foundation: \_\_\_\_\_

# of Bedrooms \_\_\_\_\_ # of Bathrooms \_\_\_\_\_ Square Footage: \_\_\_\_\_

Central Sewer: \_\_\_\_\_ Individual Sewer: \_\_\_\_\_

**MANUFACTURED DWELLING** \_\_\_\_\_ Model \_\_\_\_\_ Make \_\_\_\_\_ Year \_\_\_\_\_

(If exchanging: 60 days to remove the old dwelling) **Remove & Replace** \_\_\_\_\_

**Address where mobile is being moved from:** \_\_\_\_\_

\_\_\_\_\_ **IMPROVEMENT, WITH NO INTERNAL PLUMBING**

Type \_\_\_\_\_ Dimensions \_\_\_\_\_

\_\_\_\_\_ **IMPROVEMENT, WITH INTERNAL PLUMBING**

Type \_\_\_\_\_ Dimensions \_\_\_\_\_

NAME \_\_\_\_\_

Check One: **OWNER (S)** \_\_\_\_\_ **OTHER (Owner (S) Affidavit Required)** \_\_\_\_\_

MAILING ADDRESS:

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE # \_\_\_\_\_

If property purchased within last 12 months list previous owner: \_\_\_\_\_

PROPERTY ADDRESS: (If different from mailing address)

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

DIRECTIONS TO PROPERTY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any buildings presently on property: \_\_\_\_\_

**Signature valid only if notarized or witnessed by Planning & Zoning office staff. PHOTO ID REQUIRED**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(By signing this application you acknowledge you have been informed and agree to the stipulations and/or conditions required under the Warren County Zone Order to obtain the necessary permit(s).)

MONIES FOR PERMITS ARE NON-REFUNDABLE                      Witness \_\_\_\_\_

**OFFICE USE ONLY**

Temporary Electric Sticker \_\_\_\_\_ Permanent Electric Sticker \_\_\_\_\_

PARCEL ID \_\_\_\_\_ LOT \_\_\_\_\_ ACREAGE \_\_\_\_\_

TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_ SECTION \_\_\_\_\_

FLOOD PLAIN \_\_\_\_\_ ZONED \_\_\_\_\_

FIRE DISTRICT: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

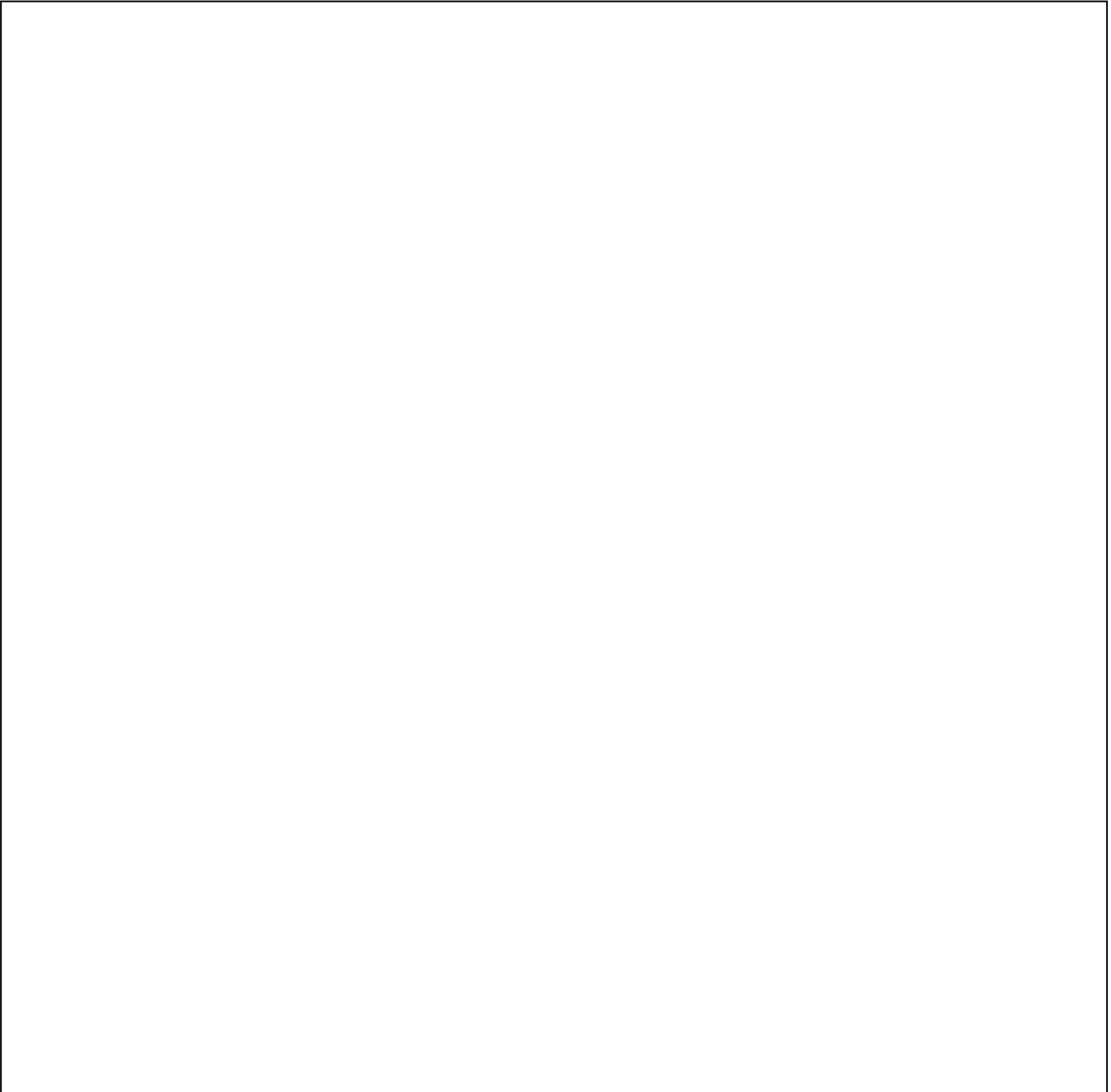
CULVERT SPECIFICATIONS DISTRIBUTED: YES \_\_\_\_\_ NO \_\_\_\_\_

60 DAY / FP REVIEW: YES \_\_\_\_\_ NO \_\_\_\_\_ REVIEW DATE: \_\_\_\_\_

AS BUILT / BFE REQUIRED: YES \_\_\_\_\_ NO \_\_\_\_\_

Reviewed By \_\_\_\_\_

# SITE PLAN



Must include:

1. Property lines and dimensions to reflect the general shape and size of the property.
2. Location of any existing structure(s), including water sources.
3. Location of proposed structure(s) including distances to any property lines.
4. Known easements on the property.
5. Roads.

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Drawn by

Date

# WARREN COUNTY PLANNING AND ZONING

## Schedule of Fees

January 1, 2012

### Zoning Permits

Single Family Residence:	\$ 80.00
Manufactured Dwelling, Mobile Home & Recreational Vehicle:	\$ 80.00
Two Family Residence (2 units)	\$160.00
Residential Improvement:	\$ 40.00
Commercial:	\$100.00 plus 5¢/ sq. ft.
Multi-Family Residence (more than 2 units)	is charged at Commercial Rate
Shared Use (Tower)	\$300.00

### Conditional Use

Application:	\$100.00
Amend CUP Conditions	\$ 50.00
Publication:	\$ 55.00
Certified Mailings (# x \$6.50):	

### Rezone Application

Publication:	\$55.00
Certified Mailings (# x \$6.50):	
Application:	
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
Over 500 acres:	\$700.00

### Variance

Application	\$125.00
Publication	\$ 55.00
Certified Mailings (# x \$6.50)	

### Subdivisions

Preliminary Plats:	\$25.00/ lot
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### Amendments to Order or Zoning Map

Application:	\$200.00
Publication:	\$ 55.00

*Effective 3-7-01, the fee will be doubled if the correct permit(s) is not obtained before the project is started. Effective 4-30-07, additional publication and certified mailing fees for second hearing conducted by the County Commissioners.*

