



City of Herculaneum

#1 Parkwood Court, Herculaneum, MO 63048

Phone: (636)475-4447 Fax: 636-475-6191

Email: www.cityofherculaneum.gov or kplouder@cityofherculaneum.gov

Special Permit Application

Date: _____ Permit#: _____

Applicant Name: _____

Company (if applicable): _____

Address: _____

Phone Number: _____

Email address: _____

Property Information

Property Address/Location: _____

Parcel ID Number: _____

Zoning District: _____

Current Use: _____

Proposed Special Use: _____

Property Owner (if different from applicant): _____

Owner Phone: _____

Plans and Studies Needed for Special Use Permit:

- Marketability Study - Demonstrating the socio-economic need for the proposed special use.
- Land Use Impact Study - Assessing impact on surrounding properties and neighborhoods.
- Site Plan - Showing use, design, dimensions, and height of all proposed buildings/structures.
- Access & Parking Plan - Including vehicular access, parking, loading/unloading areas.
- Pedestrian Plan - Sidewalks, walkways, and all areas for pedestrian use.
- Open Space & Landscaping Plan - Including recreation areas, buffer zones, and plantings.
- Utility Plan - Provisions for water supply, sewer, and storm drainage.
- Traffic Study - Showing projected traffic impact and compliance with safety requirements.

Notification Requirements:

- Publishing notice in a newspaper of general circulation in Jefferson County at least (15) days before the scheduled hearing.
- Posting notice at the property site (visible from nearest thoroughfare). and in one (1) or more public areas within the City of Herculaneum.
- Mailing certified notices to all property owners within 1,000 feet of the subject parcel, at least (15) days before the hearing.
- Providing proof of publication, posting, and mailing prior to the hearing.

Authorization:

Applicant Signature: _____ **Date:** _____
Property Owner Signature: _____ **Date:** _____

City Use Only:

Date Received: _____
Reviewed By (Admin Officer): _____
 Complete Application Received
 Forwarded to Planning & Zoning Commission
 Hearing Date Set: _____