

REZONINGS

Since 1958, the St. Charles County zoning ordinance has set the standards for land uses, buildings, and structures. The County's zoning map classifies all land in unincorporated County into zoning districts as the basis for these standards. This outline is intended to serve as a guide to the processing procedures associated with changing existing zoning district designations or for the development of property.

What is a “zoning district”?

All land within unincorporated St. Charles County has been classified into 21 “zoning districts”. Generally, zoning districts can be characterized as agricultural, residential, commercial or industrial. There are also overlay districts such as flood hazard zones and planned unit developments. Chapter 405 of the County Code of Ordinances (the Unified Development Ordinance) defines the range of permitted and conditional land uses within each zoning district as well as standards for buildings and structures within each district. <http://www.ecode360.com/ST3436-DIV-06>. The specific zoning district for each parcel of land is shown on the County's official zoning map.

How can I find out how my property is zoned?

You may use the County's online GIS mapping database at map.sccmo.org search the property address, then select Planning and Zoning from the Layers Menu or you may contact the St. Charles County Planning Division at (636) 949-7335. Once you have determined the zoning district classification for your property, you can check the regulations for your zoning district by either looking up the zoning district in the County's Unified Development Ordinance <http://www.ecode360.com/ST3436-DIV-06> or calling the County Planning & Zoning Division.

How can I change the zoning designation of my property?

The process to change the zoning designation of a property is called “Rezoning”. An application to amend, revise or change the Zoning District Map of St. Charles County can be made by a property owner, attorney, agent, representative, or contract purchaser who wants land to be rezoned. You may apply for a rezoning through the Citizenserve Access Portal. See steps below for additional details.

How long does the rezoning process take?

The entire rezoning process can take up to 3 months from the time of submittal to a final decision being made by the County Council.

STEPS IN THE REZONING PROCESS:

1. Initial Consultation with Staff. Your first step in seeking a rezoning is to discuss your proposal with a St. Charles County Planning and Zoning Division staff member. You can visit the Planning and Zoning Division in person at 201 North Second Street, Room 420, St. Charles, Missouri 63301, or call (636) 949-7335. A Planner will discuss with you the County's current zoning for the property, future land use plans for the immediate development area, and other factors that may affect the site in question.
2. Submitting a rezoning application. Apply [online](#) through the Citizenserve Access Portal (website at end of page 3)
 - a. You will need to provide the following documents with your application.
 - A legal description of the property to be rezoned.
 - A deed to the property or recent certificate of title showing ownership.

- An application fee in the amount shown below, as controlled by the acreage:

Up to 4.99 acres:	\$500	50.00 to 74.99 acres:	\$800
5.00 to 19.99 acres:	\$600	75.00 to 99.99 acres:	\$900
20.00 to 49.99 acres:	\$700	100 acres or more:	\$1000

There are several ways to pay this:

- Log into the Citizen Access Portal (Login> View my requests> (Dropdown) View My Development & Zoning> Make A Payment)*
- Stop by the Community Development Department on the 4th floor of the County Administration Building at 201 N. Second Street, St. Charles, MO to pay by cash, check or credit card*.
- Call the Building Department at 636-949-7345 to pay by credit/debit card* over the phone.
- **Mail a check to Community Development Department, Room 420, 201 N. Second Street, St. Charles, MO 63301.

*Please note there is a fee for paying by credit card.

**Please reference your permit/application number.

3. Staff review. A County Planning and Zoning Division staff member will review your application to make sure it is complete and all attachments have been provided. Your application will be assigned an application number and a place on the Planning and Zoning Commission Public Hearing Agenda. **Please Note: There is usually a 4 to 6 week period between the submission of your application and the date of the Public Hearing.** This period of time allows processing and review of the application by staff, a required period for legal advertisements, time to prepare and mail notices of the hearing to all property owners within 1,000 feet of your property, and other administrative details. **Check the Planning and Zoning Commission website for deadline and public hearing dates** <http://www.sccmo.org/582/Planning-Zoning-Commission>.

The County Planning & Zoning Division staff will review your application, taking into consideration existing land use policies and the 2025 St. Charles County Master Plan. Staff will make a recommendation as to whether your application should be approved or denied.

4. Planning and Zoning Commission Public Hearing. The applicant or their representative must be present at the Planning and Zoning Commission public hearing to explain their proposal. The Planning and Zoning Commission will then allow others at the hearing an opportunity to speak for or against the proposal. After everyone has spoken, the applicant will be given the opportunity for rebuttal of the comments presented. After all have spoken, the Planning and Zoning Commission will close the public hearing, and will discuss the proposal amongst themselves. The Commission will then make a recommendation of approval or denial to the County Council or, vote to table the discussion. After a recommendation is rendered by the Commission, the application will then be forwarded to the County Council for review approximately 3 weeks after the Planning and Zoning Commission meeting.

5. County Council. After the Planning and Zoning Commission's recommendation, the application is then put in the form of a bill (ordinance) and read by the County Council at its first meeting of the month. At the County Council's second meeting of the month, the Council makes the decision as to whether the bill is approved or denied. If the County Council approves the bill, it is then forwarded to the County Executive, who has 10 days to sign the bill, making it an ordinance (a law of the County).

THE APPLICANT OR THEIR REPRESENTATIVE SHOULD ATTEND ALL PUBLIC MEETINGS.

6. Written Protests.

When nearby property owners or an adjacent municipality files a written protest of a rezoning application with the County Registrar, the County Council may not approve the application without the favorable vote of at least 5 of the 7 members of the County Council.

- a. *Written Protest of Property Owners*: To be legally valid, a written protest must be signed by 30% of the owners of real property within 1,000 feet of the parcel of land to be rezoned and it must be filed with the County Registrar. The signatures of all property owners must be notarized. When the property is owned by more than one owner, i.e. husband and wife, both owners must sign the protest. **Only notarized signatures of property owners will be counted.**
- b. *Written Protest by Adjacent Municipalities*: A written protest may also be submitted by an adjacent municipality when the property to be rezoned lies within 1^{1/2} miles of the corporate limits of the municipality which has zoning within its corporate limits. Such a protest must be by resolution of the municipality's City Council or Board of Trustees and filed with the County Registrar.

*Please be advised that this handout is a guide and should not be relied upon for the legality of the contents contained herein. Judicial decisions or legislative changes, as well as individual circumstances, could affect your application.
You should consult an attorney.*

**To obtain additional information or to schedule a pre-application meeting call (636) 949-7335.
Apply on-line <http://www2.citizenserve.com/stcharles>.**