

Non-Conforming Use Certificate Application Checklist

Section 405.570 of the Unified Development Ordinance (UDO) provides that the director of the planning and zoning division determines the existence of a non-conforming use. It also provides that the burden shall be on the owner or developer to establish an entitlement to continue non-conformity or to complete a non-conforming development.

To apply for a certificate of non-conforming use, please submit the letter listed as item 1 on the checklist below and as many of the other items on the checklist as possible to complete your application. Please note that items 2 to 10 on the checklist are for your assistance. While different pieces of evidence may be helpful some of the items listed may not be applicable to your particular application. If you have any questions regarding what is listed on the non-conforming use checklist please contact the St. Charles County Planning & Zoning Division at 636-949-7335.

1. Letter signed by the applicant describing the non-conforming use along with the pertinent details and request for approval.
2. Historical photographs.
3. Certificate of Title (for vehicles).
4. Personal property receipts (for vehicles).
5. Bill of Sale (for vehicles or applicable structures).
6. Copies of building permit(s) (for applicable structures).
7. Copies of approved site plans or plot plans.
8. Affidavits from neighbors or citizens who have an historical insight of the non-conforming use (affidavits need to be notarized).
9. Business records to verify past business activity.
10. Any other evidence which may assist your application.

Please direct your application to the Planning & Zoning Division Director through one of the following means:

St. Charles County Planning & Zoning Division
201 N. Second Street, Room 420
St. Charles, Mo. 63301 (address)

636-949-7335 (fax)

ctypnz@sccmo.org (email)