



Warren County Planning and Zoning

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It is strongly suggested that prior to coming in for this permit, you call the office to make sure the Sanitarian and Planning & Zoning Administrator will be in the office.

SECTION 1: Residences FEES See Fee Schedule at back of packet (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 Scientists. (Some home additions may also require a septic permit. Contact the Warren County Sanitarian for guidance before adding to your residence.) **No structure permits will be issued until this step is completed and a permit has been issued for the septic system. The permits can be issued at the same time.**

STEP 2: FLOODPLAIN - If you are building in the floodplain, you will be given information on the process you need to follow. All parcels are checked for floodplain per County Codes.

STEP 3: PERMITS - If you are on a community sewage system, a structure permit is required BEFORE a residence may be built or a modular or mobile home is brought on the property. If the residence will be served by an on-site septic system, two permits are required, one for septic and one for the structure. Temporary electric stickers will not be issued until septic permit is issued. Permanent electric stickers are issued after septic system has passed final inspection. Permits expire 1 year from the date of issuance. 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 for 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, bringing a modular home or mobile home onto the property and there is an existing home on the property, you have 60 days to remove the old 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 issued a permanent electric sticker for a new residence until a final inspection of the sewage system has been completed and system has passed.
- Mobile home title or bill of sale, showing make, year and model.
- Address Assignment from 911 Business Offices call **(636) 456-7088** unless property already has an address.
- Recorded warranty deed if the property has been purchased less than 6 months ago.
- Completed permit application.
- A photo ID of the property owner or their designated representative (with a notarized affidavit). If the property is in a trust, an LLC, or owned by something other than an individual name, paperwork must be provided showing the person pulling the permit has authority to make decisions.

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 the Warren County Sanitarian, you can pick up your final sewage inspection form and permanent electric sticker from Planning & Zoning.

*** 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.**

It is strongly suggested that prior to coming in for this permit, you call the office to make sure there will be someone in the Planning & Zoning office.

SECTION 2: Improvements, Additions or Non Residential Structures (without plumbed water) Some home additions without plumbing may also require a septic inspection. Contact the Warren County Sanitarian for guidance before planning your home addition. **FEES:** See Fee Schedule at back of packet (Exact cash or check only)

All structures require a permit, regardless of size or use.

STEP 1: FLOODPLAIN - If you are building in the floodplain, you will be given information on the process you need to follow. All parcels are checked for floodplain per County Codes.

STEP 2: PERMITS - Permits expire 1 year from the date of issuance. 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:

- Address Assignment from 911 Business Offices call **(636) 456-7088** unless the property already has an address.
- Recorded warranty deed if the property has been purchased less than 6 months ago.
- Completed permit application
- A photo ID of the property owner or their designated representative (with a notarized affidavit). If the property is in a trust or owned by an LLC or owned by something other than individual name, paperwork must be provided showing person pulling permit has authority to make decisions.

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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Additional information regarding Warren County's zoning codes is available on the website at

www.warrencountymo.org

Warren County Planning and Zoning Application

PARCEL ID _____ PERMIT # _____

Please complete all that apply to the permit you are requesting:

RESIDENCE _____ (New construction only) *OR* **MANUFACTURED DWELLING** _____

Single Family _____ Multi Family _____ Square Footage _____

Basement _____ Slab Foundation _____ Concrete Foundation _____

Bedrooms _____ Single Story _____ Two Story _____

Bathrooms _____ Central Sewer _____ Individual Septic _____

If a Mobile Home/Manufactured Dwelling, provide a copy of the title or bill of sale and complete the following:

Model _____ Make _____ Year _____

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

Address where mobile is being moved from: _____

IMPROVEMENT - WITH INTERNAL PLUMBING _____

Type _____ Dimensions _____

IMPROVEMENT - NO INTERNAL PLUMBING _____

Type _____ Dimensions _____

CONDITIONAL USE _____ **Specify Conditional Use(s) Sought (from Conditional Uses list in appropriate zoning district of current Warren County Zoning Codes):** _____

REZONE _____ **Requested change from** _____ **to** _____

Complete in full:

APPLICANT NAME(S) _____

Check One: **OWNER (S)** _____ **OTHER (Owner(s) Affidavit Required)** _____

MAILING ADDRESS

STREET: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE # _____

PROPERTY ADDRESS (If different from mailing address)

STREET: _____

CITY: _____ STATE: _____ ZIP CODE: _____

If property purchased within the last 12 months, list previous owner: _____

DIRECTIONS TO PROPERTY: _____

List any buildings presently on property: _____

IF THIS APPLICATION IS FOR CONDITIONAL USE OR REZONE, ADDITIONAL DOCUMENTS ARE REQUIRED. OBTAIN AND COMPLETE APPLICABLE DOCUMENTS AND ATTACH.

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

CONDITIONAL USE _____ REZONE From _____ To _____

PLAT: P F Description: _____

Temporary Electric Sticker _____ Permanent Electric Sticker _____

FIRE DISTRICT _____

PARCEL ID _____ LOT _____ ACREAGE _____ +/-

SECTION _____ TOWNSHIP _____ RANGE _____

SUBDIVISION _____ PLAT _____

FLOODPLAIN _____ ZONED _____

Reviewed By _____

AS BUILT / BFE REQUIRED: YES _____ NO _____

CULVERT SPECIFICATIONS DISTRIBUTED: YES _____ NO _____

60 DAY / FP REVIEW: YES _____ NO _____ REVIEW DATE: _____

WARREN COUNTY PLANNING AND ZONING
Schedule of Fees effective February 2, 2015 Exact Cash or Check only

Zoning Permits

Single Family Residence & Manufactured Dwelling:	\$100.00
Mobile Home, Recreational Vehicle, Camper:	\$ 80.00
Two Family Residence (2 units)	\$160.00
Improvement:	
120 sq. feet & under	No Charge
121-250 sq. feet	\$ 40.00
251-1000 sq. feet	\$ 50.00
1001-2000 sq. feet	\$ 75.00
2001 & over	\$100.00
Home Additions & In Ground Pools	\$ 50.00
Privacy Fences	\$ 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
Changes to Existing Towers	\$150.00
MoDot Permitted Billboards/Signs	\$100 plus 5¢/ sq. ft. of face

Conditional Use

Application:	\$150.00
Amend CUP Conditions	\$ 50.00
Publication:	\$ 60.00
Certified Mailings	(# x \$7.40)

Rezone Application

Publication:	\$ 60.00
Certified Mailings	(# x \$7.40)
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	\$ 60.00
Certified Mailings	(# x \$7.40)

Subdivisions

Preliminary Plats:	\$ 25.00/lot
Paper copies of Master Plan or Codes	\$ 40.00
CD copy of Master Plan or Codes	\$ 5.00

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.

Not for Profit No permit fee, application fee for CUP, but publication & mailing. 501C3 required.

Damage Less than 50%, same footprint, no cost for permit. Damage more than 50%, even though same footprint, permit full price.

Changing roofline or footprint, permit full price.