

The City of Green Park



Application Date: _____

Application No.: _____

Fee: **\$75.00**

-- COMMERCIAL OCCUPANCY / RE-OCCUPANCY APPLICATION --

Business Name: *(Under which business will operate)*

Address of Property _____ City _____ State _____ Zip Code _____

() _____ () _____
Phone Number _____ Fax Number _____ Internet or Email Address _____

Mailing Address (If different than above)

Address _____ City _____ State _____ Zip Code _____

() _____ () _____
Phone Number _____ Fax Number _____ Email Address _____

Legal Name of Business: _____
(Provide full legal name of business)

If Corporation/Legal Entity – Charter Number: _____ State of Incorporation: _____

Contact Person / Officer _____ Title _____

Address _____ City _____ State _____ Zip Code _____

() _____ () _____
Phone Number _____ Fax Number _____ Email Address _____

Name of Property Owner: _____

Address _____ City _____ State _____ Zip Code _____

() _____ () _____
Phone Number _____ Fax Number _____ Email Address _____

Lot locator number: _____ Zoning: _____

Type of occupancy: New Construction Purchase Rental/Leasing

Will new or revised signage be installed? Yes No *(If yes, a Sign Permit will be required)*

Will there be any remodeling or tenant finishing? Yes No *(If yes, a Building Permit maybe required)*

What are the proposed business hours of operation?

Mon – Fri: _____ a.m./p.m. to _____ a.m./p.m. & Sat & Sun: _____ a.m./p.m. to _____ a.m./p.m.

Telephone Service Provider: _____

Detailed description of nature of business, organization or trade: *(Attach additional sheets if more space is needed)*

Representation Concerning Authority & Compliance with Laws:

I am authorized by the Applicant to sign on his/her/its behalf and have read this application in its entirety. The information contained herein is true, and correct and complete to the best of my knowledge, information, and belief.

Applicant hereby represents that the business conducted by Applicant does not and will not violate any ordinance of the City of Green Park and now complies and will continue to comply fully with the laws of the State of Missouri. Applicant acknowledges that failure to truthfully complete this application or failure to comply with all laws may result in revocation of this permit.

Signature of Principal Officer

Date

Print Name

City Use Only

Occupancy/Re-Occupancy: Approved Conditionally Approved Disapproved

Comments/Conditions:

An Occupancy Permit is required from St. Louis County.

City Administrator

Date

St. Louis County Permit Number: _____

Date Issued: _____

Green Park Permit Number: _____

Date Issued: _____

-- MUNICIPAL ZONING APPROVAL FOR PERMIT APPLICATION --

To: Department of Public Works
Code Enforcement Division
St. Louis County Government Center
41 South Central Avenue
Clayton, MO 63105

From: *City of Green Park*
11100 Mueller Road, Suite 6
Green Park, MO 63123-6945
314-894-7336

Green Park Application No.: _____

Project Information:

Business Name: _____

Address of Property City State Zip Code
() () _____
Phone Number Fax Number Lot Locator Number

Name of Business Owner and/or Name and Title of Company Officer for above business:

Name Title

Address City State Zip Code

Name of Property Owner: _____

Address City State Zip Code

Description of Business: _____

Zoning Approval:

City of Green Park Zoning: _____ Project Located in a Flood Plain: Yes No

*Approved by: _____ Date: _____

Title: _____

*For Municipalities that also contract for Land Disturbance Code enforcement, Zoning Approval includes municipal approvals for municipal and private roadways (proposed and existing), flood plain management regulations, applicable private storm conveyance and/or control system regulations, collection and administration of site development escrows, and other applicable municipal laws and regulations.

Note: Applicants for building and/or land disturbance permits must submit this form together with four (4) copies of the site plan approved, signed and dated by the Municipal Official to St. Louis County, Department of Public Works in order to obtain the permit. Applicants may file their application for permit with the county to start the County's review process while they finalize obtaining their Municipal Zoning Approval; however, the permit will not be issued until the Zoning Approval is received. Applicants should verify that the use and building/parking lot configuration on the site is approvable by the Municipality before submitting to the County.

St. Louis County Permit Application Number (if known): _____

-- RETURN COMPLETED FORM TO THE CITY OF GREEN PARK --