



## MUNICIPAL ZONING APPROVAL APPLICATION (MZA)

The City of Sunset Hills contracts with the St. Louis County Department of Public Works to provide building permit and inspection services. Review of plans, collection of fees, and issuance of permits are handled by the County. **However, before obtaining any construction permit, or beginning any construction project, zoning approval must be obtained from the City of Sunset Hills.**

Zoning approval signifies that the property can be used as requested and that the location of a proposed structure is within the legal limits of the property lines as delineated by regulations contained within the City of Sunset Hills Unified Development Ordinance. **It should be noted that all proposed accessory structures and fences on residential property require municipal zoning approval, despite in some cases not needing a construction permit from St. Louis County.**

Be advised that the City of Sunset Hills requires that Applicants notify subdivision trustees of any requests for exterior residential work (see page 2). However, the City does not review or enforce private subdivision indentures. **Therefore, approval of an MZA does not mean that approval has been obtained by your subdivision trustees.** Review and approval of work against subdivision indentures is a separate and private civil matter.

For questions about this application, please contact the "City Planner" at 314-272-2454.

Project Address \_\_\_\_\_  
Street City State Zip

Owner Name \_\_\_\_\_ Dumpster on Site Yes/No \_\_\_\_\_

Owner Address \_\_\_\_\_

Tenant Name \_\_\_\_\_ Phone # \_\_\_\_\_  Existing  Proposed  
(If different from owner)

Applicant: \_\_\_\_\_  
Applicant Name Applicant Phone # Applicant E-mail

Description of Work: \_\_\_\_\_

FOR EXTERIOR RESIDENTIAL WORK, PLEASE SIGN THE FOLLOWING:

As the property owner of the above-referenced property, I have notified all applicable subdivision trustees of said application

Signature \_\_\_\_\_

I HEREBY CERTIFY THAT I AM THE OWNER IN FEE OR AGENT AUTHORIZED BY OWNER TO APPLY FOR THIS PERMIT AND ALL INFORMATION CONTAINED IN THIS APPLICATION AND ACCOMPANYING PLANS IS TRUE AND CORRECT.

Property Owner/Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

**DEPOSIT AND FEE SCHEDULE**

A Deposit shall be made as follows to insure that conditions on City streets will be restored equal to those existing prior to commencement of work. Separate checks are needed for deposit and fee charge. Deposit is refunded when job is complete. Please make checks payable to: "City of Sunset Hills".

	<u>Deposit</u>	<u>Fee</u>
Minor Construction, Interior Alterations, Retaining Wall, Fence, Tent	\$0	\$25
Garage, Room Addition, Deck, Above Ground Pool, Shed, Tennis Court	\$0	\$50
New Residence, Commercial Structure, In-Ground Pool, Demolition	\$500	\$100

**NOTE:** Sunset Hills Occupancy Permit is required for all RESIDENTIAL NEW CONSTRUCTION and any change of ownership or occupancy.

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**FOR OFFICE USE ONLY**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

Deposit Ck#: \_\_\_\_\_ Fee Ck#: \_\_\_\_\_ Picked Up By: \_\_\_\_\_