



# City of Eureka

## ESTABLISHING A BUSINESS OR DEVELOPING PROPERTY IN THE CITY OF EUREKA

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## INTRODUCTION

Welcome to the City of Eureka, Missouri. We are pleased to have you as a part of the community and are committed to helping your business or development prosper.

This guide was developed to give the reader access to information that will assist them in opening a new business or developing property within Eureka. This guide is not intended to provide a comprehensive account of all City regulations. It is intended to raise awareness of the community and highlight information that businesses and developers should know as they proceed with their project(s).

We hope that you find this guide useful and welcome any feedback as to how this document can be improved.

## KEY CONTACTS

### City of Eureka

100 City Hall Drive, PO Box 125, Eureka, MO 63025-0125

Phone (636) 938-5233, Fax (636) 938-4080

City Hall (8:00 a.m. - 5:00 p.m., Monday - Friday)

[www.eureka.mo.us](http://www.eureka.mo.us)

<u>Name</u>	<u>Telephone/E-mail</u>
Craig E. Sabo, City Administrator <a href="mailto:cesabo@eureka.mo.us">cesabo@eureka.mo.us</a>	(636) 938-5233
John Boggs, Building Commissioner <a href="mailto:jboggs@eureka.mo.us">jboggs@eureka.mo.us</a>	(636) 938-5233
Julie Wood, Director of Economic Development <a href="mailto:jwood@eureka.mo.us">jwood@eureka.mo.us</a>	(636) 938-5233
Ralph Lindsey, City Clerk <a href="mailto:rlindsey@eureka.mo.us">rlindsey@eureka.mo.us</a>	(636) 938-5233
George Butler Associates, City Engineer	(636) 240-2444
Eureka Police (Non-emergency)	(636) 938-6600

**Eureka Fire Protection District**

Non-emergency & Permit Information (636) 938-5505  
www.efpd.org

**Eureka Business Organizations**

Eureka Chamber of Commerce  
22 Dreyer Avenue, Eureka, MO 63025 (636) 938-6062  
www.eurekachamber.org

**Regional Business Organizations**

Missouri Chamber of Commerce  
PO Box 149, Jefferson City, MO 65101 (573) 634-3511  
www.mochamber.org

St. Louis Regional Commerce & Growth Association  
#1 Metropolitan Square, St. Louis, MO 63102 (314) 231-5555  
www.stlrcga.org

St. Louis Convention & Visitor's Commission  
701 Convention Plaza, St. Louis, MO 63102 (314) 421-1023  
www.slcvc.com (800) 916-8938

Missouri Business Portal  
www.business.mo.gov

**Postal Service Information**

Eureka Post Office (636) 938-1352  
Postal Zip Code Hotline (800) 275-8777  
Postal Rates & Services (314) 436-4418

## Utilities

Water & Sewer:	City of Eureka	(636) 938-5233
Electric:	Ameren Missouri www.ameren.com	(314)342-1111 (800) 552-7583
Natural Gas:	Laclede Gas www.lacledegas.com	(314) 621-6960
Phone Service:	<i>Go online and search for "Communications and Utilities"</i> <a href="http://stlouis.citysearch.com/find/section/stlouis/yellowpages.html">http://stlouis.citysearch.com/find/section/stlouis/yellowpages.html</a>	
Cable and Satellite:	<i>Go online and search for "Communications and Utilities"</i> <a href="http://stlouis.citysearch.com/find/section/stlouis/yellowpages.html">http://stlouis.citysearch.com/find/section/stlouis/yellowpages.html</a>	
Waste Hauler:	<i>Many options in the area, some are listed below:</i>	
	<b>Waste Connections</b> - (City-wide contract for single & two-family 196 Northwest Ind. Ct. Bridgeton, MO 63044 www.wasteconnections.com	(636) 321-2100
	<b>Veolia Environmental Services, Inc.</b> 1715 Deer Tracks Trail #240 St. Louis, MO 63131 www.veoliaes.com	(314) 821-4001
	<b>Republic Services</b> 4076 Bayless Ave. St. Louis, MO 63125 www.stlouis.disposal.com	(636) 947-5959 <a href="mailto:alliedwaste.stl@awin.com">mailto:alliedwaste.stl@awin.com</a>

## Miscellaneous

St. Louis County (Information Desk)	www.stlouisco.com	(314) 615-5000
State of Missouri	www.mo.gov	(573) 751-2000
Missouri Department of Transportation, Regional Office	www.modot.gov	(314) 340-4100

## EUREKA, MISSOURI: AN OVERVIEW

<http://www.stlouis.disposal.com>

## History

The Eureka area's first known inhabitants were Shawnee Indians on the banks of the Meramec, and even today artifacts can be found as evidence of their past occupation of the area.

The Missouri Pacific Railroad was opened to Franklin (now Pacific) on July 19, 1853. It is said that as the builders of the railroad track came around the bend on the east side of the present site of Eureka and looked westward at the level land with no rocks and very little dirt to move they cried out, "Eureka!", which translated from Greek means "I've found it!". That is how Eureka got its name.

Eureka was laid out as a village in 1858 by Strodt and Shands of St. Louis. Some of the early families in Eureka were Lorenzo Votaw, Thomas Thomas, George Hornecker, Edward William Johnston, Major Beale (his son Dr. J.B.H. Beale) and James and Peter M. Brown.

In 1890, Eureka was a prosperous village of about 100 homes in the immediate area surrounded by fine fruit and agricultural land. The country roads to Crescent, Big River, Antire, Bald Hill, Glencoe, Allenton and Clifty Creek all centered here and Eureka had to her credit at this time a Catholic Chapel, a Methodist Church, a Post Office, a Freemasons' Hall, three stores, a district school, two blacksmiths, a wagon maker, a saloon, and a fresh air camp for poor & orphaned city children. In 1900, the Children's Industrial Farm began operating and later became Camp Wyman. Camp Wyman is still operating camp programs for underprivileged children.

The first high school class was held in 1909 in Eureka. Eureka-based schools over the years have provided education to children from many areas including Fenton, Creve Coeur, Manchester, House Springs, Cedar Hill, Allenton, Eureka, Glencoe and others. Today the City of Eureka is served by the award-winning Rockwood School District.

Over the years, a number of disasters have hit Eureka including floods, tornadoes and a number of major fires. Such disasters led to the formation of the Eureka Volunteer Fire Department in 1945, when they constructed a firehouse and acquired equipment. In 1970, the Eureka Fire Protection District was formed and now serves a 79 square mile area. In 1972, the first ambulance was acquired by the District to serve the area which was made possible by citizen and community organizational efforts.

In 1954, the City of Eureka was incorporated as a 4th Class city with a land area of approximately 2.7 square miles. Over the years, the City has had a number of successful annexations and today is a City of approximately 10.45 square miles. The population of the City has grown: 817 in 1950; 1,134 in 1960; 2,384 in 1970; 3,862 in 1980; 4,683 in 1990; 7,676 in 2000, and according to the 2010 U.S. Census, 10,187. The City of Eureka annual budget has grown from approximately \$3,400.00 in 1954 to over \$4,000,000.00 today.

In 1970, the Six Flags-St. Louis Amusement Park was constructed and serves as a major tourist attraction in the Midwest. An average of two million people visit Six Flags annually. The presence of Six Flags has influenced and spurred growth in the Eureka area.

## **Transportation**

Interstate Access - The City of Eureka is located along I-44 at the southwestern end of St. Louis County. Our north/south connection is Highway 109. Highway 109, to the north, provides access to communities such as Wildwood, Chesterfield and Ellisville and to the south, northern Jefferson County. The City of Eureka is just minutes from the St. Louis city limits and provides access to markets, employers/employees, cultural attractions, etc., of the entire St. Louis Metropolitan Statistical Area.

Air - Two airports are less than a thirty minute drive from Eureka.. In nearby Chesterfield, Missouri is the Spirit of St. Louis Airport. Many St. Louis corporations utilize this airport. In the City of St. Louis, Lambert International Airport. Over ten airlines are located at this business-friendly airport.

## **Hotels & Community Facilities**

3 Hotels

1 Public Library

2 Fire Stations

184 acres of Local Park & Open Space

## **Education**

Rockwood School District Statistics (November, 2016):

20,905 Students

3,484 Employees

19 Elementary Schools

6 Middle Schools

4 High Schools

Separate Campuses for Gifted, Early Childhood and Alternative High School Education.

11 National Blue Ribbon Schools

15 Missouri Gold Star Schools of Excellence

Rockwood is recognized for "Distinction in Performance" by the Missouri Department of Elementary and Secondary Education.

Performance Expansion Management magazine "Gold Medal" rating.

### **Colleges & Universities near Eureka**

East Central College (2 year)

Fontbonne College

Harris-Stowe

Jefferson College (2 year)

Maryville University

St. Louis Community College (2 year)

St. Louis Community College (Wildwood Campus) (2 year)

St. Louis University

University of Missouri-St. Louis

Washington University

Webster University

### **Government Services**

The City of Eureka is a 4th Class Municipality that operates under a Mayor/Board of Aldermen/City Administrator form of government. The City has the following departments:

- Administration
- Building
- Parks & Recreation
- Police
- Public Works

The Eureka Fire Protection District operates as a special district and is not under the jurisdiction of the City of Eureka.

Board of Aldermen meetings are held:

When: First & third Tuesday of every month, 7:00 p.m.

Where: Eureka City Hall, 100 City Hall Drive

Planning & Zoning Commission meetings are held:

When: Wednesday of the week following the week of the Board of Aldermen meeting, 7:00 p.m.

Where: Eureka City Hall, 100 City Hall Drive

Park Board meetings are held:

When: First Tuesday following the week of the first monthly Board of Aldermen meeting, 7:00 p.m.

Where: Eureka City Hall, 100 City Hall Drive

Board of Adjustment meetings are held:

When: As needed, 7:00 p.m.

Where: Eureka City Hall, 100 City Hall Drive

### **Taxes**

City Sales Tax Rate: 8.113% (May be temporarily higher in developments with a TDD or CID).

#### Eureka Sales Tax Breakdown:

0.03000 State - General (not on food)  
0.01000 State - Education  
0.00125 State - Conservation  
0.00100 State - Parks & Soils  
0.01000 City/County  
0.00500 City - Capital Improvements  
0.00500 City - Parks/Storm Water  
0.00500 City - Police & Public Safety  
0.00500 County - Transportation  
0.00250 County - MetroLink  
0.00100 County - Metropolitan Park/Recreation (not on food)  
0.00250 County - Community Children's Service  
0.00100 County - Emergency Communications (not on food)  
0.00500 County - Transportation  
0.00188 County - Metro Parks - Arch  
0.08613 Total

#### Business Utilities Tax Rate/Type:

Electric: 5% Gross Receipts

Natural Gas: 5% Gross Receipts

Telephone: 5% Gross Receipts

Cable Television: 5% Gross Receipts

City of Eureka Tax Rates:

Agricultural Real Property Tax Rate: \$0.3090/\$100.00 Assessed Valuation

Commercial Real Property Tax Rate: \$0.4090/\$100.00 Assessed Valuation\*

Residential Real Property Tax Rate: \$0.3830/\$100.00 Assessed Valuation

Personal Property Tax Rate: \$0.3870/\$100.00 Assessed Valuation

\*St. Louis County commercial real estate has an additional commercial surcharge of \$1.70/\$100.00 Assessed Valuation.

**2016 REAL & PERSONAL PROPERTY TAX RATES**

<b>TAX DISTRIBUTION</b>				
	Residential	Commercial	Agricultural	Personal Property
State of Missouri	0.0300	0.0300	0.0300	0.0300
County General Bond Retirement/County Health Fund/County Park Maintenance/Road & Bridge	0.5150	0.5130	0.4510	0.5230
STL Community College	0.2185	0.2185	0.2185	0.2185
Spec. School District	1.2409	1.2409	1.2409	1.2409
Metro Zoo	0.2795	0.2795	0.2795	0.2795
County Library	0.2460	0.2630	0.2450	0.2250
School: Rockwood	4.6678	4.6678	4.6678	4.6678
Fire: Eureka	1.2108	1.2108	1.2108	1.2108
City: Eureka	0.3830	0.4090	0.3090	0.3870
Sheltered Workshop	0.0880	0.0900	0.0790	0.0900
Totals	\$8.8795*	\$8.9225*	\$8.7315*	\$8.8725*
Commercial Surcharge	N/A	\$1.70	N/A	N/A
Sewer Lateral Fee	\$28.00	N/A	N/A	N/A
<b>*RATE (per \$100 Assessed Valuation)</b>				



## ESTABLISHING A BUSINESS OR DEVELOPING PROPERTY

The following outline is intended to be used as a general overview of the process for opening a new business or developing property in the City of Eureka. It is NOT intended to be a comprehensive account of all City regulations. Please refer to the City of Eureka Municipal Code for detailed information. The Municipal Code plus all amendments since the last supplement can be downloaded free of charge from the City's website, [www.eureka.mo.us](http://www.eureka.mo.us), a floppy disk containing the Municipal Code can be purchased for two dollars (\$2.00), or copies of needed information can be obtained at City Hall at the cost of ten cents (\$.10) per page.

### Step 1: Obtain Zoning Approval

- a) **Preliminary Meeting:** Before a prospective business signs a lease, buys an existing building or constructs a new building, they should contact the Building Commissioner to determine if the type and nature of the proposed business is approved for the specific zoning district. Some types of businesses may not be permitted or may need a Special Use Permit or some other form of City approval. If necessary, the Building Commissioner will suggest setting up a preliminary meeting with City staff to discuss the regulations and the development process.
  
- b) **Processing of Permitted Uses, If Requiring Site Plan Approval (If no site plan approval is needed, then a business would need only to obtain a business license and any other required permits, e.g., sign permit):** If a determination is made that the business is a permitted use, then seven (7) copies of the site development plan, along with the petition for site plan approval, shall be submitted for review by City staff. Once the site development plan is considered to be in substantially acceptable form, seventeen (17) copies of the site development plan shall be submitted for review by the Planning and Zoning (P&Z) Commission. City staff and P&Z will determine that the proposed business complies with all applicable Municipal Code requirements regarding access, parking standards, setback requirements, traffic circulation, landscape and fencing details and general compatibility with established or projected land use patterns. If all applicable Municipal Code requirements are addressed in the site development plan, then approval should be granted by P&Z.

For permitted uses located in Planned Commercial (PC) or Planned Industrial (PI) districts, the Board of Aldermen normally approve the use of the property, any required site plan approval, and any required P&Z consideration.

### Processing of Permitted Uses, If Requiring Site Plan Approval

- 1) Submission of Site Development Plan
  - 2) Review by City Staff
  - 3) Planning & Zoning Commission Review
  - 4) Board of Aldermen Review for PC and PI Districts only
- c) **Processing of Special Use Permit (similar procedure for Community Unit Plans (CUP's), &**

**Planned District applications):** If a determination is made that the business requires a Special Use Permit, seven (7) copies of the site development plan, along with the petition for a Special Use Permit, shall be submitted for review by City staff. A fifty dollar (\$50.00), nonrefundable filing fee will be required at the time of submission of the site development plan and petition for Special Use Permit. City staff will determine that the proposed business complies with all applicable Municipal Code requirements regarding access, parking standards, setback requirements, traffic circulation, landscape and fencing details and general compatibility with established or projected land use patterns. Once the site development plan is considered to be in substantially acceptable form, sixteen (16) copies of the site development plan shall be submitted for review by the Planning and Zoning (P&Z) Commission. Notification of the required Planning & Zoning (P&Z) Commission public hearing is posted for at least fifteen (15) days. Upon completion of the required notification period, the petition for a special use permit is placed on the P&Z agenda for consideration. Following the P&Z recommendation to the Board of Aldermen, the Special Use Permit is placed on the BOA agenda for consideration.

For CUP's and Planned District applications. Following passage of an ordinance authorizing approval of the CUP and Planned District application by the Board of Aldermen, final development plans must be submitted to P&Z within the period of time specified in the ordinance. Upon approval of the final development plan by P&Z, the plan shall be recorded along with the conditions of the ordinance authorizing the establishment of the district in the Office of the Recorder of Deeds of St. Louis County.

#### **Processing of Special Use Permits, CUP, PC & PI Applications**

- 1) SUP application submitted w/site development plan
- 2) Review by City Staff
- 3) Minimum fifteen (15) days public notice period (publication in newspaper & posting of signs on property). Not applicable for previously authorized CUP, PC & PI developments
- 4) Planning & Zoning Commission Public Hearing (within sixty (60) days of application submission). Not applicable for previously authorized CUP, PC & PI Developments.
- 5) Planning & Zoning Commission makes and submits recommendation to the Board of Aldermen.
- 6) Board of Aldermen approve or deny the application.

#### For CUP & Planned Developments:

- 7) Submit Final Development Plan to Planning & Zoning Commission
- 8) Upon approval of Final Development Plan by the Planning & Zoning Commission, record plan with Office of the Recorder of Deeds of St. Louis County.

- d) Procedure For Processing Of Change of Zoning and Zoning Ordinance Amendments.** Petitions for any change of zoning district classifications and zoning chapter amendments must be filed with the City upon forms designated for that purpose and accompanied by any plans, data and other information that may be required by the City. A fifty dollar (\$50.00), nonrefundable filing fee will also be required at the time of submission of the petition for a change of zoning district classification. There is no filing fee for a zoning chapter amendment. After the petition and other

pertinent materials are determined to be in acceptable form, notification of the required Planning & Zoning (P&Z) Commission public hearing is posted for at least fifteen (15) days. Upon completion of the required notification period, the petition is placed on the P&Z agenda for consideration. Following the P&Z recommendation to the Board of Aldermen, the petition is placed on the BOA agenda for consideration.

#### **Change of Zoning & Zoning Chapter Amendment Process**

- 1) Application is submitted. Reviewed by City Staff.
- 2) Minimum fifteen (15) days public notice period.
- 3) Planning & Zoning Commission Public Hearing (within sixty (60) days of application submission)
- 4) Planning & Zoning Commission makes and submits recommendation to the Board of Aldermen.
- 5) Board of Aldermen approve or deny the application.

- e) **Procedure For Subdivision Of Land.** If a subdivision of land is required as part of opening your business or developing land, please refer to Chapter 20A of the Municipal Code.

#### **Step 2: Obtain Business License & Permits**

Businesses, professionals, and occupations are eligible to obtain business licenses upon application and payment of the license fee. There are other permits and licenses that may be needed depending on the situation.

The following is a list of permits and licenses that you should be aware of as you proceed with your project. This list is intended to provide a general overview of the types of permits and licenses that may be needed as you proceed with opening a new business or undertaking a building development project. It should be used only as a guide and not as an exhaustive, substantive statement of all requirements and procedures. You should also be aware that permits or licenses may be required by the Eureka Fire Protection District and various agencies of St. Louis County, the State of Missouri (e.g., Department of Natural Resources), and Federal agencies (e.g., U.S. Corps of Engineers). For detailed information, please contact the Eureka Building Department, unless otherwise specified below.

- a) **Permits & Licenses (Please refer to the appropriate chapter of the Municipal Code for more information)**

**Alarm System** - Before installing an alarm system, please check with the St. Louis County Public Works Department about any required permits (Chapter 2A of Municipal Code & Amendments).

**Building Permit** - It is unlawful to construct, enlarge, alter or demolish a structure or change the nature or type of occupancy of a building or structure requiring greater strength, exitway or sanitary provisions or change a prohibited use or install or alter any equipment for which provision is made or the installation of which is regulated by code, ordinance or regulation, without first filing an application with the Building Department in writing and obtaining the required permit (Chapter 5 of Municipal Code & Amendments).

**City Business License** - No person, firm, co-partnership, association or corporation shall engage in, or own, manage, operate or control, any of the various businesses, employments, occupations, agencies, amusements or exhibitions without first obtaining a business license. Please contact the City Clerk for information (Chapter 12 of Municipal Code & Amendments).

**Demolition Permit** - A permit is required to demolish a structure. A demolition permit application is available from the Building Department (Chapter 5 of Municipal Code & Amendments).

**Development Permit (Flood Damage Prevention)** - A development permit is to be obtained before construction or development begins within any area of special flood hazard identified by the Federal Emergency Management Agency through a scientific and engineering report entitled "The Flood Insurance Study for the City of Eureka, Missouri" (Chapter 10A of Municipal Code & Amendments).

**Electrical Permit** - All electrical permits and inspections in the City are performed by the St. Louis County Public Works Department. Please contact that department to ensure that all appropriate authorization is obtained. Please note that the City of Eureka has an underground electric service requirement (Chapter 8 of Municipal Code & Amendments).

**Excavation Permit** - No person shall make or cause to be made any excavation in any public place, street, highway, walkway, alley, right-of-way or easement, without first obtaining a permit. Such permit will only be granted when in the opinion of the City, the excavation requested is necessary. Each separate and distinct excavation requires a separate permit (Chapter 20 of Municipal Code & Amendments).

**Fence Permit** - Fence permits are to be obtained before erecting any fence. Separate permits and regulations have been established for residential fences (side yard and rear yard), front yard fence, corner lot front yard fence, fencing adjoining adjacent front yards, church/school fences and commercial/industrial fences (Chapter 5 of Municipal Code & Amendments).

**Land Disturbance Permit** - A land disturbance permit is required for any land disturbance activity including streets and utilities construction on any site in excess of one (1) acre, however, such is not required for individual lots in R-1 and R-2 zoning districts. Erosion control provisions, grading limits, low floor elevation, and storm drainage work, including piping, swaling, and ditching, shall be shown on the plot plan and approved prior to issuance of a building permit (Chapter 23 of Municipal Code & Amendments).

**Liquor License** - Please contact the City Clerk for information or view fees on City's website under "Applications and Forms" (Chapter 3 of Municipal Code & Amendments).

**Massage Establishment Permit** - It is unlawful for any person to engage in, conduct or carry on, or to permit to be engaged in, conducted or carried on, in or upon any premises in the City, the operation of a massage establishment or an outcall massage service, as herein defined, without first having obtained a

permit (Chapter 12).

**Mechanical Permit** - Buildings other than single-family residences are required to obtain a mechanical permit for each mechanical device provided for in the 2003 International Mechanical Code. Please contact the St. Louis County Public Works Department for commercial projects (Chapter 5 of Municipal Code & Amendments).

**Modular and Prefabricated Structures Permit** - It is unlawful for any person or business to construct, place, keep or maintain at any place within the City a modular or prefabricated structure, unless a permit is obtained (Chapter 5 of Municipal Code & Amendments).

**Off-Site Parking and/or Storage Permit** - Off-site parking and/or storage requests require a permit. Applications must be approved by both the Planning & Zoning Commission and the Board of Aldermen. Essentially, the process for an off-site parking and/or storage permit is the same as that established for the Special Use Permit process (Chapter 23 of Municipal Code & Amendments).

**Permanent & Temporary Sign Permit** - It is unlawful for any person to erect any permanent or temporary sign, unless otherwise provided for in the City's Sign Code, without first obtaining a permit (Chapter 19A of Municipal Code & Amendments).

**Petition for Change of Zoning** - This form must be submitted for any request of a change of zoning district classification as indicated on the zoning district map of the City and shall be directed to P&Z and the Board of Aldermen. This form must be accompanied by such plans, data and other information as may be required (Chapter 23 of Municipal Code & Amendments).

**Plumbing Permit** - No person shall repair or install any plumbing device in the City without first having obtained a permit (Chapter 16 of Municipal Code & Amendments).

**Processing of Permitted Uses and Developments** - When one (1) or more structures are to be erected on a lot or tract which is zoned to permit such development as a use by right, no building permit shall be issued, other than for permitted single-family detached dwellings and their associated uses, without review and approval of a site development plan by the Planning & Zoning Commission (applicant must submit a Petition for Site Plan Approval). P&Z will determine that the proposed development complies with applicable Municipal Code requirements regarding access, parking standards, setback requirements, traffic circulation, landscaping and fencing details and general compatibility with established or projected land use patterns (Chapter 23 of Municipal Code & Amendments).

**Satellite Dish and/or Antenna Installation Permit** - Satellite dish and/or antennas may not be erected before receiving the necessary permit (Chapter 5 of Municipal Code & Amendments).

**Sewer & Water Connection Permits** - Before any connections are made to the public sewer main or water system of the City, a permit must be obtained. Sewer and water impact fees may also be required (Chapters 19 & 22 of Municipal Code & Amendments).

<http://www.stlouis.disposal.com>

**Sidewalk Cafe** - Before operating an outdoor eating place on a public or private sidewalk where patrons may consume food and/or beverages, a permit must be obtained (Chapter 3 of Municipal Code & Amendments).

**Special Use Permit** - When one (1) or more structures are to be erected on a lot or tract which is zoned to permit such development only as a Special Use, no building permit shall be issued, without review and approval of a site development plan by the Planning & Zoning Commission and the Board of Aldermen. P&Z and the Board of Aldermen will determine that the proposed development complies with applicable Municipal Code requirements regarding access, parking standards, setback requirements, traffic circulation, landscaping and fencing details and general compatibility with established or projected land use patterns. Conditional uses may be imposed by both P&Z and the Board of Aldermen prior to approval of a Special Use Permit (Chapter 23 of Municipal Code & Amendments).

**Storage Container/Trailer Permits** - Placement of storage containers and construction trailers require a permit. Applications must be approved by the Board of Aldermen (Chapter 5 of Municipal Code & Amendments).

**Subdivision Permit** - Before subdividing any land within the incorporated area of the City, a permit must be obtained and the subdivision procedure followed as established by the City's Municipal Code (Chapter 20A of Municipal Code & Amendments).

**b) Permit & License Fee Schedule**

<b>Alarm System Permit</b>	Contact St. Louis County Public Works Department (314) 615-2559
<b>Building Permit</b>	<p><b>New Construction:</b>            Three cents (\$.03) per square foot            Additions, alteration, remodels, etc., are based on the value of construction:</p> <p>\$500 to \$1,000 valuation, five dollars (\$5.00)            each additional \$1,000 in valuation, two dollars (\$2.00)</p> <p>+ \$5.00 per inspection</p>
<b>City Business License</b>	Twenty-five dollars (\$25.00)
<b>Demolition Permit</b>	Twenty-five dollars (\$25.00)
<b>Development Permit</b>	No Fee

<b>(Flood Damage Prevention)</b>	
<b>Electrical Permit</b>	<p><b>Residential</b></p> <p>\$10.00 permit fee + \$ 5.00 for first outlet + \$ 0.50 for each additional outlet</p> <p><b>Commercial</b></p> <p>Please contact St. Louis County Public Works Department (314) 615-2559</p>
<b>Excavation Permit</b>	Seven dollars (\$7.00)
<b>Fence Permit</b>	No Fee
<b>Land Disturbance Permit</b>	Third-Party Expenses associated with review (e.g. engineering review fees)
<b>Liquor License</b>	See Attachment #1
<b>Massage Establishment Permit</b>	No Fee
<b>Mechanical Permit</b>	Residential Construction: No Fee or Requirement Commercial Construction: Contact St. Louis County Public Works Department (314) 615-2559
<b>Modular/Prefabricated Structures -</b>	No Fee
<b>Off-site Parking and/or Storage</b>	Fifty dollars (\$50.00)
<b>Permanent/Temporary Sign</b>	<p><b>Permanent Sign:</b></p> <p>Twenty-five dollars (\$25.00)</p> <p>An additional ten dollars (\$10.00) for each required inspection.</p> <p><b>Temporary Sign:</b></p> <p>Cold-air inflatable device: Twenty-five dollars (\$25.00)</p> <p>Banners: No Fee</p>



	<p>Hot water tank inspection/replacement (\$5.00)</p> <p>In addition to these fees a charge of five dollars (\$5.00) will be made for each fixture installed, or for which openings have been provided.</p>
<b>Processing of Permitted Uses</b>	No Fee
<b>Satellite Dish/Antenna Installation Permit</b>	No Fee
<b>Sewer &amp; Water Connection/Impact Fees</b>	Refer to Municipal Code, Chapters 19 & 22
<b>Sidewalk Cafe Permit</b>	No Fee
<b>Special Use Permit</b>	Fifty dollars (\$50.00)
<b>Storage Container /Trailer Permit</b>	No Fee
<b>Subdivision Permit</b>	<p>A filing fee of one hundred dollars (\$100.00) shall accompany the submission of a proposed preliminary plat. There shall be a fifty dollar (\$50.00) filing fee for a minor subdivision plat, comprising the creation of four lots or less.</p> <p>Subdivision Permit Fees:</p> <p>There shall be a twenty dollar (\$20.00) per lot subdivision permit fee accompanying the submission of a proposed record plat.</p> <p>There shall be a ten dollar (\$10.00) per dwelling unit subdivision permit fee accompanying the submission of a proposed record plat for a multiple dwelling unit subdivision or for a condominium subdivision.</p> <p>There shall be a subdivision permit fee accompanying the submission of a proposed record plat for a non-residential subdivision. Such fee shall be calculated as follows:</p> <p>A twenty dollar (\$20.00) per acre fee for the first twenty (20) acres; and an additional fifty dollars (\$50.00) per acre for each acre over twenty (20) up to one hundred (100) acres; and a ten dollar (\$10.00) per acre fee for each</p>

	acre over one hundred (100) and up to two hundred (200) acres. There shall be no additional fee for applications for tracts in excess of two hundred (200) acres.
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**Step 3: Ensure Compliance with Building Code Regulations**

**Certificate of Occupancy**

Before opening for business, a Certificate of Occupancy is required for:

- New construction;
- Change of use group in a existing building (for example, from retail to office);
- Change of use within a use group in an existing building (e.g., switching from a beauty salon use to a travel agency);
- Major renovation within the same use group and having the same use; or
- Requests made by the property owner.

An inspection of the premises may be required by inspectors from the City of Eureka, Eureka Fire Protection District and St. Louis County.

## MISCELLANEOUS INFORMATION

### Third-Party Expenses

The cost of the review of plans by outside professionals shall be borne by the applicant. Such outside consultants may include, but are not limited to, the City Engineer, City Planner, and City Attorney.

**Improvement Plan Approval/Escrow Accounts Established** - Improvement plan approval for new subdivisions or other new construction such as commercial/industrial projects is required prior to issuance of certain permits (e.g., land disturbance, infrastructure installation and building permits). Planning & Zoning Commission & Board of Aldermen site plan approval does not constitute improvement plan approval. Improvement plans must be approved by City staff and the City Engineer independent of any site plan reviews performed by either. Escrow accounts to cover the costs of required improvements and land disturbance activities are also required prior to issuance of permits (Chapters 20A & 23).

### Underground Electric Service (Municipal Code Section 8-2.1)

a) All categories of electric distribution and service lines shall be installed underground, except as approved by the City. Cable switching enclosures, pad mounted transformers and service pedestals may be installed above ground as approved by the City. The City may consider above ground electric installations in whole or in part only when a request is submitted by an owner, developer or service provider of the subject area to be served with documentation which supports that the underground installation of electric distribution lines is impractical, impossible or not otherwise beneficial to the interests of the City.

b) The following types of electric service installations may be allowed to be installed or remain above ground:

- 1) Temporary electric service, classified as such by the City and the electric utility provider.
- 2) Residential service upgrades, excluding multiple family structures of four (4) or more units which shall be classified as commercial electric service.
- 3) Commercial and industrial electric service upgrades of up to a fifty percent (50%) increase in amperage. Service upgrades exceeding a fifty percent (50%) increase in amperage shall be subject to consideration criteria set forth in (a) above.

### Trees

New development should provide appropriate landscaping to provide shade, reduce glare, and maintain the attractive appearance of the City. Such trees should be primarily deciduous hardwood trees that have a clear trunk height of six (6) feet and which are reasonably disease resistant and salt tolerant. These street trees should be a minimum of two and one-half (2 1/2) inch caliper size when installed. Such trees should be from the following species and cultivars:

Species	Recommended Cultivars
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Green Ash ( <i>Fraxinus pennsylvanica</i> )	
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	'Marshall Seedless', 'Summit'
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White Ash ( <i>Fraxinus americana</i> )	'Autumn Purple', 'Rosehill'
Sugarberry ( <i>Celtis laevigata</i> )	'All Seasons'
Eastern Hophornbeam ( <i>Ostrya virginiana</i> )	
Littleleaf Linden ( <i>Tilia cordata</i> )	'Greenspire'
Thornless Honeylocust ( <i>Gleditsia triacanthos</i> var. <i>inermis</i> )	'Moraine', 'Shademaster', 'Skyline'
Norway Maple ( <i>Acer platanoides erectum</i> )	'Columnare'
Red Maple ( <i>Acer rubrum</i> )	'Autumn Flame', 'October Glory', 'Red Sunset'
Northern Red Oak ( <i>Quercus rubra</i> )	
Willow Oak ( <i>Quercus phellos</i> )	
Callery Pear ( <i>Pyrus calleryanan</i> )	'Cleveland Select'

**Shade and Ornamental Trees.** For portions of sites not adjacent to roadways or parking lots, these trees which are native to the Eureka area should be used for shade and ornamental trees. These trees include:

- Sugar Maple (*Acer saccharinum*)
- Flowering Dogwood (*Cornus florida*)
- Downy Serviceberry (*Amelanchier arborea*)
- Sugarberry (*Celtis laevigata*)
- Eastern Redbud (*Cercis canadensis*)
- Black Cherry (*Prunus serotina*)
- Black Oak (*Quercus veluntia*)
- Pin Oak (*Quercus*)
- Post Oak (*Quercus stellata*)
- White Oak (*Quercus alba*)

**Screening.** For buffering and screening, the following coniferous trees are appropriate:

- Eastern Red Cedar (*Juniperus virginiana*)
- Austrian Pine (*Pinus nigra*)
- Eastern White Pine (*Pinus strobus*)
- Scotch Pine (*Pinus sylvestris*)
- Eastern Hemlock (*Tsuga canadensis*)
- Norway Spruce (*Picea abies*)