

## S6 - PETITION GUIDELINES

Some business types require a petition from surrounding neighbors for approval to obtain your business license. **Uses that may require a petition:** Amusement park, arcade, concert Cafe/Hall, firearms, target practice range, go-cart track, miniature golf course, motor vehicle filling station, motorcycle club, motorcycle rental, outdoor commercial recreation, pawnshop, pool & billiard hall, public dance hall, rebound tumbling center, rental hall, SDD, SDM, tattoo parlor

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The following rules and regulations shall govern the procedure for securing petitions of consent:

1. All property taxes must be current. SLU staff will verify that taxes are not owed.
2. The cost of a petition is \$1,000.00. A deposit of \$100.00 is required to begin the petition and the remaining \$900.00 is due when the signatures are submitted.
3. Before circulating the petition, list all of the addresses within the 500 foot radius by street in strict numerical sequence on the petition forms. Start a new page for each side of each street. For example, list all of the addresses on the even side of the first street in order on one form (or as many forms as necessary). When you get to the end of that street, start a new form for the odd side of the street. Continue the process for each street on your street guide. In case of multiple family dwellings or apartments, list the address of each unit **including the apartment number**.
4. If an address or unit is vacant, write **VACANT** on the signature line next to that address.
5. All signatures must be in ink.
6. When presented for a signature, the petition form must not be covered or folded in any manner. The person signing must be able to view the entire petition form.
7. The petition may **only** be signed by:
  - Persons eighteen (18) years of age or older
  - Persons who own, reside, or do business within 500 feet of the proposed location
  - Persons who sign must be a principal owner, renter, or lessee
  - Only one signature per address or dwelling unit will be allowed
8. The circulator of the petition shall be at least eighteen (18) years of age and shall subscribe to an affidavit attesting to the fact that the petition was circulated in accordance with the rules of the Buildings and Safety Engineering Department, that the circulator personally witnessed the signatures on the petition, and that the same were affixed to the petition by the person whose name appeared thereon. Each petition form must be signed by the circulator and notarized. If you need a notary, don't sign the petitions until they are returned, and the SLU office can notarize them for you.
9. All petition signatures must be submitted to the SLU office within ninety (90) days of the issuance of the petition forms.
10. If a petition for a particular use fails, no petition may be circulated for the same location within one (1) year of the denial, except on the grounds of new evidence or proof of changed conditions acceptable to the Buildings and Safety Engineering Department.



## APPROXIMATE TIMELINE FOR PETITION PROCESS

- Obtain Radius Map from City Engineering - *Usually takes 24 hours*
- Pick up petition forms from SLU office and pay deposit - *Approximately 1 hour*
- Collect signatures - *Up to 90 days maximum*
- Turn in signatures to SLU office and pay remainder of fee - *10-15 minutes*
- SLU staff checks petition, if less than 67% of possible signatures were obtained, a denial letter is sent to the applicant. If greater than 67% of possible signatures were obtained, verification forms are mailed to each person who signed to confirm that the signatures are valid - *1-3 days*
- The verification forms must be postmarked within 14 days to be considered in the process. Any refuted signatures are then subtracted from the total and if the new total is 67% or greater, an approval letter is sent to the applicant. - *Approximately 2 ½ weeks.*
- A petition approval letter enables the applicant to continue to the next step in the process—a zoning hearing (if required) or a permit.

