



**Planning and Development Services**

10 North Bemiston Avenue • Clayton, Missouri 63105 • (314) 290-8453 • Fax (314) 863-0296

## PLANNED UNIT DEVELOPMENT

### WHAT ARE PLANNED UNIT DEVELOPMENTS (PUDS)?

A Planned Unit Development (PUD) is a distinct zoning classification established to provide flexibility for unified developments by waiving certain zoning requirements in exchange for public benefits. A PUD encourages the efficient use of land resources and promotes innovation in planning and building for residential and mixed-use projects.

Mixed-use projects (those incorporating at least two of these uses: office, retail, residential, or hotel) where building(s) exceed 50,000 gross square feet in size, that are located in a non-residential zoning district, and are unable to meet the established zoning criteria are eligible for a PUD. PUDs are also required for all developments in certain Downtown overlay districts.

Residential projects that are on a lot at least 30,000 square feet in size, located in a zoning district designated as Residential, and are unable to meet the established zoning criteria are eligible for a PUD.

### WHAT IS THE PROCESS?

#### Pre-Application Conference (Required)

The petitioner will schedule a meeting with the Planning Department staff to discuss the feasibility of the proposal and to become familiar with City requirements and procedures. City staff will offer comments on the suitability of the development concept as a PUD and provide guidance on PUD approval standards.

#### Community Conference (Required)

This conference serves to give preliminary notification to the public before the submittal of a PUD application. The applicant is responsible for giving notice of the date, time, and location as well as a project description to the City and to all property owners within 1,000 feet of the PUD at least two weeks before the scheduled meeting date. The applicant will take notes of issues raised and points of discussion during the meeting and submit a report with their application (addressing how they will resolve these issues.)

#### Conceptual Review (Optional)

Conceptual review is an opportunity for the applicant to get direct feedback from the Plan Commission/Architectural Review Board on whether or not a project design is headed in the right direction prior to the development of detailed civil, architectural, and landscape

plans. It is not a completeness review and other issues may arise with the submittal of more detailed plans.

The Plan Commission/Architectural Review Board meet on the first and third Monday of every month. The application deadline is 3 p.m. on the Monday two weeks prior to the meeting. The requirements for Conceptual Review are indicated on the Conceptual Review Application.

## OVERVIEW OF APPLICATION SUBMITTAL REQUIREMENTS

### PUD Document and Plan

Applications for amendments to or rezoning to a PUD shall submit a PUD document, consistent with the format set forth by the City, which should list permitted and accessory uses, development standards, location of land uses, number of dwelling units, square footage of non-residential uses, developer commitments, etc. and should include a schematic plan of the property showing the general location of all land use types, landscape buffers, preliminary open space amenities and trail plan, site circulation and vehicular access points. The PUD document shall also include a list of any proposed deviations from the Zoning Regulations, including the Overlay and Urban Design Overlay districts.

### Impact Studies

A traffic study is required for the majority of PUD projects. The City contracts with outside consultants to conduct traffic studies for new developments. To initiate the traffic study, the applicant must contact the Public Works department. A preliminary site plan showing proposed building footprints, parking, site access and circulation, and information regarding the number of structures, units, square footage, and proposed uses. City staff then engages the consultant to prepare a scope of services and estimated fee that will be reviewed by the City and the applicant. Once the scope and fee is agreed upon, the applicant will submit a check, in the full amount, to the City and the traffic study is initiated. Most traffic studies are completed within four weeks, but some can take longer depending on the size and complexity of the project or if roads maintained by St. Louis County are involved.

Parking, noise, and shadow studies may also be required depending on the location and type of project proposed. All studies must be initiated 6 weeks prior to submission of a PUD application and must be submitted to the City prior to staff review.

### Submittal and Staff Review

Each PUD application first undergoes an interdepartmental review by City staff. Staff review meetings are conducted every Thursday for applications that are received by noon the previous Friday. When a project requires multiple approvals and plan sets, the applicant may submit the same plans (combined plan sets) for all applicable approvals provided the combined sets include all of the information required for each applicable

project review. Submittals for staff review must include the components listed on each application type. Incomplete submittals will not be accepted. The applicant shall submit:

- Six (6) 24"x36" complete, stapled, and combined plan sets.
- A PDF (emailed or on a flash drive) of the complete, combined plan set.
- PDFs (emailed or on a flash drive) of the all individual applications and supplemental documents.

Within seven days of the staff review meeting, an email is sent to the applicant outlining plan deficiencies. City consultants review the Landscape Plan and SWPPP, and those comments are forwarded to the applicant at the same time. The applicant has 30 days from the date of the deficiency email to submit revised plans addressing the listed deficiencies and comments.

### Resubmittal

Once the plans have been revised based on staff's comments, the applicant shall submit:

- Two (2) **clouded** 24"x36" complete, stapled, and combined plan sets.
- Project narrative stating how each of the City's comments are being addressed.
- A PDF (emailed or on a flash drive) of the complete, combined plan set.
- PDFs (emailed or on a flash drive) of the all individual applications and supplemental documents.

Plans submitted in response to staff's comments may result in new or additional comments. Projects will only be put on an agenda when staff feels the plans are complete and satisfactory. Once the applicant is notified by Staff that the project is going to be on an agenda, the applicant shall submit:

- One (1) **clouded** 24"x36" complete, stapled, and combined plan set.
- Ten (10) **unclouded** 11"x17" complete, stapled, and combined plan sets.
- Project narrative stating how each of the City's comments are being addressed.
- A PDF (emailed or on a flash drive) of the complete, combined plan set.
- PDFs (emailed or on a flash drive) of the all individual applications, supplemental documents, and the 3D rendering or video of the project.

## SUMMARY OF BOARD REVIEW AND CONSIDERATION PROCESS

### Plan Commission/Architectural Review Board Meeting

The Plan Commission and Architectural Review Board are two distinct boards that are composed of the same members and hold joint meetings the first and third Monday of the month. The Plan Commission will make a recommendation to the Board of Aldermen on the PUD, Rezoning, and Subdivision applications. The Architectural Review Board will have final authority on the design and materials of the proposed project.

City staff prepares the public hearing notice for the meeting. The public hearing notice for the project must appear in the newspaper at least fifteen days before the scheduled meeting date.

The applicant will receive a copy of the agenda and the staff report prior to the meeting date. Adjacent property owners within 200 feet of the subject property will be notified of the meeting. Each project will have three items on the meeting agenda (Planned Unit Development, Rezoning & Architectural Review). If a subdivision plat is required, it will be listed as a separate agenda item. At the meeting, planning staff will give a summary of the proposed project and each request on the agenda, including a staff recommendation to approve, approve with conditions, or deny the request. The applicant will have an opportunity to address the Plan Commission/Architectural Review Board and there will be an opportunity for public comments. **A 3D rendering or video of the project must be brought to the meeting for presentation.** The Plan Commission may vote to continue the requests to a later meeting, or may recommend approval, approval with conditions, or denial to the Board of Aldermen. The Architectural Review board may also vote to continue the request to a later meeting, or may vote to approve, approve with conditions, or deny the request.

#### Board of Aldermen Meeting

The Board of Aldermen meets the second and fourth Tuesday of every month. All requests for PUD, Rezoning, and Subdivision Plat require final approval by the Board of Aldermen. After the Plan Commission has made its recommendation to the Board of Aldermen, the City will publish notice at least 15 days prior to the meeting date. At least a week before the scheduled meeting date, the applicant shall submit:

- One (1) **clouded** 24"x36" complete, stapled, and combined plan set.
- Ten (10) **unclouded** 11"x17" complete, stapled, and combined plan sets.
- Project narrative stating how each of the City's comments are being addressed.
- A PDF (emailed or on a flash drive) of the complete, combined plan set. PDFs (emailed or on a flash drive) of the all individual applications, supplemental documents, and the 3D rendering or video of the project.

All adjacent property owners within 200 feet of the subject property will be notified of the meeting. Each project will have two items on the meeting agenda (Planned Unit Development & Rezoning). If a subdivision plat is required, it will be listed as a separate agenda item. At the meeting, staff will give a summary of the proposed project. The applicant will have an opportunity to address the Board and there will be an opportunity for public comments. The Board may vote to continue the requests to a later meeting, or may vote to approve, approve with conditions, or deny the requests.

If the project is approved, the applicant will receive a copy of the approved ordinances. The PUD ordinance, development plan, and subdivision plat must be recorded with the St. Louis County Recorder of Deeds.

#### Reapplication and Appeals

Should the Board of Aldermen deny a PUD application, the applicant must wait one year to submit the same or a similar application.

Furthermore, an applicant may submit a written request asking for reconsideration to the City Clerk for the Board of Aldermen within 15 days of the Board's decision.

### AFTER ZONING APPROVAL

#### Building Permits

Application for building permits must be made within one year from the date of Board of Aldermen approval or the PUD will expire. A written request for an extension must be received by the City Clerk no less than 45 days before the expiration date. Approval of a request for an extension is at the sole discretion of the Board of Aldermen.

The Planning Department will not accept any building permit applications until the project has received all required approvals and all conditions of approval have been met. The building permit plans must reflect the plans as approved by the Board of Aldermen and Architectural Review Board.



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**APPLICATION FOR PLANNED UNIT DEVELOPMENT**

PUD\_\_\_\_\_

- All applicable sections of this application must be complete and consistent with submitted materials (see checklist starting on page 12).
- A \$1,990.00 submittal fee **or** \$2,275.00 if the project requires a Lot Consolidation or Subdivision application (see checklist for breakdown of fees).
- For **initial review** the applicant shall submit for Staff review:
  - Six (6) 24"x36" complete, stapled, and combined plan sets.
  - A PDF (emailed or on a flash drive) of the complete, combined plan set.
  - PDFs (emailed or on a flash drive) of the all individual applications, supplemental documents, and the 3D rendering or video of the project.

Please print or type

Address of Project: \_\_\_\_\_

Description of Project: \_\_\_\_\_

**INTERESTED PARTIES**

***The full legal name of each party (partnership, corporation, etc.) listed below is required.***

Applicant (if different than owner): \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Complete Address (include zip code): \_\_\_\_\_

Phone Number and E-mail Address: \_\_\_\_\_

Applicant's Interest in Property (i.e. architect, contractor, etc.): \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

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Contact Person's Name: \_\_\_\_\_

Complete Address (include zip code): \_\_\_\_\_

Phone Number and E-mail Address: \_\_\_\_\_

Name of Applicant's Agent: \_\_\_\_\_

Complete Address (include zip code): \_\_\_\_\_

Phone Number and E-mail Address: \_\_\_\_\_

Name of Architect, Planner, Engineer, etc.: \_\_\_\_\_

Complete Address (include zip code): \_\_\_\_\_

Phone Number and E-mail Address: \_\_\_\_\_

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## SITE DESCRIPTION

Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Current Use of Site: \_\_\_\_\_

Height of Existing Structure: \_\_\_\_\_ No. of Stories: \_\_\_\_\_

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## PROPOSED PROJECT

Briefly describe the project and intended use: \_\_\_\_\_

Project Type: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Mixed-Use \_\_\_\_\_

Is the intended use: Permitted \_\_\_\_\_ Conditional \_\_\_\_\_

Will there be any dwelling units in this project: Yes \_\_\_\_\_ No \_\_\_\_\_

If you marked "yes", how many units \_\_\_\_\_

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## SITE DEVELOPMENT

Total Square Footage of the Site: \_\_\_\_\_ Total Square Footage of the Building(s): \_\_\_\_\_

Floor Area Ratio (FAR) [commercial or mixed-use]: \_\_\_\_\_

Total Lot Impervious Coverage Percentage: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Total Height of New Structure (measured from average existing grade to the mean elevation of the pitched roof, or to the top of a flat roof): \_\_\_\_\_

Number of Floors/Stories: \_\_\_\_\_

Stormwater Differential Runoff Calculations:

Existing \_\_\_\_\_ CFS Proposed \_\_\_\_\_ CFS Differential Runoff \_\_\_\_\_ CFS

Describe Stormwater Mitigation: \_\_\_\_\_

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Total Number of Proposed Off-Street Parking Spaces: \_\_\_\_\_

Location of Proposed Parking: \_\_\_\_\_

Describe Amenities to be Provided: \_\_\_\_\_

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*Provide a tabulation/breakdown of the total square footage of the site and what percentage and amount of square footage will be reserved for commercial space, residential, off-street parking, open spaces, parks, etc.*

<u>Intended Use:</u>	<u>Square Footage:</u>	<u>Percentage:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Give a statement showing the relationship of the proposed Planned Unit Development to the Master Plan. If there is no relationship to the Master Plan, please give justification for the variance:

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Give a statement showing how the proposed Planned Unit Development differs from the Zoning Ordinance requirements:

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Explain why this variance from the Zoning Ordinance is necessary for the project to proceed:

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What aspects of this project make it unusual and desirable enough for the City to allow the variation from the Zoning Ordinance:

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## ADJACENT LAND USE

How is the proposed development compatible with the surrounding neighborhood:

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Will there be any adverse impact on the surrounding neighborhood or the City as a whole:

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If appropriate, will buffering be provided to protect adjacent land uses from light, noise, etc.:

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How are the operating and delivery hours compatible with the adjacent land use:

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## ARCHITECTURE

How are the architecture/building materials consistent with a high quality development and adjacent area:

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How does the development preserve significant architectural/environment features of the property:

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Describe how the development preserves the designated historical features of the property:

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## TRAFFIC

Will street and other means of access to the proposed development be suitable and adequate to any anticipated traffic without overloading the adjacent streets:

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If not, how will this be resolved:

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How does the internal circulation of the proposed development allow for movement of vehicles and pedestrians:

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## UTILITIES

Are the existing or proposed utility services adequate for the proposed development:

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**LANDSCAPE – Refer to the Landscape Plan Regulations (Title IV – Land Use, Chapter 405 – Zoning Regulations, Article XXX) for specific requirements.**

Demonstrate how the landscape is appropriate for the scale of the development and enhances greenspace in the City:

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What provisions will be made for care and maintenance of greenspace:

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Will there be any trees and/or evergreens being removed during the course of this project:

Yes \_\_\_\_\_ No \_\_\_\_\_

If you marked “yes”, how many trees \_\_\_\_\_ Caliper inches (total removed) \_\_\_\_\_



Table 405.1380.1

Public Benefit (as set forth in 405.1380.A.)	Maximum Point Ranges	Standards (as set forth in 405.1380.A)
405.1380(1)	0-5	Constructing buildings exhibiting Architectural distinction and significance that would make the development unique.
405.1380 (2)	0-5	Projects which provide or enhance public open space, public parks, and public park or trail access.
405.1380(3)	0-2 per enhancement	Provision of new or enhanced public infrastructure, greater than the minimum code requirements, including, but not limited to, the establishment of onsite common areas (exclusive of yards as defined herein), streets, curbs, sidewalks, sanitary sewers, stormwater sewers, landscape buffers, lighting.
405.1380(4)	0-5	Greater housing density with enhanced design standards where appropriate and which results in more affordable housing and ensures that community character is maintained.
405.1380(5) a- h	0-1 point per design standard	Sustainable Building Design and Construction.
405.1380(6)	0-5	Projects which provide and protect green infrastructure such as planned and managed networks of open spaces (including parks) and features that use natural means such as vegetation to capture, store and infiltrate stormwater runoff (including bioswales, green roofs, and rain gardens).
405.1380(7)	0-10	Dedication of land to the City for the purposes of widening or improving the adjoining right of way (when otherwise not required) or for other public purposes, over and above City requirements.
405.1380(8)	0-10	Inclusion of a below grade public parking facility located underneath the proposed development.
405.1380(9)	0-5	Inclusion of parking spaces specifically available and designated for public parking.
405.1380(10)	0-5	Inclusion of a below grade parking facility which meets the parking requirements for the development.
405.1380(11)	0-2	Inclusion of special access features or provisions to existing or planned public transit facilities.

405.1380(12)	0-5	A significant form of public art in any media that has been planned and executed with the intention of being staged on private property, outside and which is accessible to the public.
405.1380(13)	0-5	An appropriate amount of open space is provided and available for active or passive use by the public such as courtyards, grassed areas, patios, landscaped spaces.
405.1380(14)	0-7	Preservation of buildings which are architecturally or historically significant or contribute to the character of the City.
405.1380 (15)	As determined by the Board of Aldermen	Enhancements to offsite City owned parks or other Public Facilities such as the replacement of recreation related facilities or the installation of streetscape standards where none currently exists.
405.1380(16)	As determined by the Board of Aldermen	Any other public benefit which is determined by the Board of Aldermen to meet the purpose and objectives set forth in Section 405.1360.

Example:

Development Standard	Requirement	Proposed	Waiver Required	Points	Notes
<b>REQUIRED</b>				<b>10</b>	
Front Setback	10 Feet	7 Feet	Yes	5	
<b>TOTAL</b>				15 Required	

Benefit	Point Value	Points Awarded	Remaining Points	Notes
Public Art	5 as assigned	5	10	Contributes to beautification
Planters against building	None assigned	3	7	
Net 2 curb cuts	None assigned	5	2	
Green Building std	1 per std	3	3	Estimate
Total			+1	+1 over requirement

Please fill out the table below and provide a detailed narrative for each proposed public benefit in a .pdf format explaining why the point value proposed should be awarded.

<b>Development Standard</b>	<b>Requirement</b>	<b>Proposed</b>	<b>Waiver Required</b>	<b>Points</b>	<b>Notes</b>
<b>REQUIRED</b>	-	-	-	<b>10</b>	<b>REQUIRED</b>

<b>Benefit</b>	<b>Proposed Point Value</b>	<b>Points Awarded STAFF USE</b>	<b>Required points STAFF USE</b>	<b>Notes STAFF USE</b>

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## LAND DISTURBANCE

Check one of the three (3) boxes below that accurately describes the proposed land disturbance associated with this application:

**Site Less Than 5,000 Square Feet:**

- A Land Disturbance Permit and Stormwater Pollution Prevention Plan (SWPPP) are not required for sites with proposed land disturbances in an area less than 5,000 square feet. Erosion and sediment control measures shall be provided as directed by the City's Public Works Department.

**Site Less Than One Acre but Equal to or Greater than 5,000 Square Feet:**

- Water Pollution Prevention Plan (SWPPP) is required for all sites with proposed land disturbance activities of an area greater than 5,000 square feet. The SWPPP shall be separate from other site plan sheets. Refer to the Site Plan Review Checklist for requirements.

**Site Equal to or Greater than One Acre:**

- A Land Disturbance Permit is required for all sites with proposed land disturbance activities in an area greater than one (1) acre (43,560 square feet). This is a separate permit that is required in addition to any other City permits. Applications and information regarding a Land Disturbance Permit can be obtained from the Public Works Department or on the City's website at [www.claytonmo.gov](http://www.claytonmo.gov) under Land Disturbance Requirements (SWPPP)

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## SIGNATURES *full legal name is REQUIRED*

Signature of Property Owner (Required): \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Applicant (Required): \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

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## CHECKLIST

### General

- All applicable sections of this application must be complete and consistent with submitted materials.
- Applicant's name, address, telephone number, email, and interest in the property.
- Certification that the applicant is registered to do business in the State of Missouri and is in good standing to develop the site.
- The owner's name, address and telephone number, and email, if different than the applicant, and the owner's signed consent to the filing of the application.
- A certificate of disclosure of ownership interest.
- The street address and legal description of the subject property.
- A vicinity map with north arrow, scale and date, indicating the zoning classifications and current uses of properties within two hundred fifty (250) feet of the subject property.
- The proposed title of the project and the name, addresses, and telephone numbers of the architect, landscape architect, planner or engineer on the project.
- A written statement showing the relationship of the proposed planned unit development to the Master Plan or Downtown Master Plan and justification for any provision.
- A written description showing why the proposed planned unit development is compatible with other properties in the neighborhood.
- A written statement addressing each of the standards (Section 405.1390 and Section 405.1400) and such additional standards, if any, as may be applicable under the specific provisions of these regulations. The statement shall explain specifically how the proposed planned unit development relates to and meets each standard.
- Other professional or technical studies or reports as may be required by the Director of Planning and Development Services to clearly understand the project. The applicant shall be responsible for any costs and/or expenses incurred as a result of engaging such outside professional assistance.
- Copies of any restrictive covenants that are to be recorded with respect to property in the proposed planned unit development.
- A plat of survey of the parcel of land, lot(s), block(s) or parts or portions thereof, drawn to scale, showing the actual dimensions of the parcel, lot(s), block(s) or parts or portions thereof according to the registered or recorded plat of such land.
- Soils and subsurface conditions, if requested.
- The required application fee as set forth in the fee schedule as approved by the Board of Aldermen.
- The required PUD document in the form and content prescribed by the City.
- A tree preservation plan prepared by a registered Landscape Architect or Arborist.

- LEED checklist and documentation to the City as part of the application process, approved by a LEED Accredited Professional (LEED-AP), that shows that the project will comply with LEED Silver requirements.
- Detailed narrative describing the proposed Public Benefits and why the points proposed should be awarded.

### Submittal Requirements

- Completed and signed Planned Unit Development application (\$535.00) (pages 7-16) as well as the following:
  - Petition for Rezoning (\$285.00)
  - Site Plan Review application (\$1,035.00 – includes \$285.00 Site Plan review, \$450.00 Landscape, \$300.00 Stormwater Pollution Prevention Plan (SWPPP))
  - Architectural Review Board application (\$135.00)
  - Lot Consolidation or Subdivision application (\$285.00 - if needed to complete the project)
- A \$1,990.00 submittal fee **or** \$2,275.00 if the project required a Lot Consolidation or Subdivision application.
- For **initial review** the applicant shall submit for Staff review:
  - Six (6) 24”x36” complete, stapled, and combined plan sets.
  - A PDF (emailed or on a flash drive) of the complete, combined plan set.
  - PDFs (emailed or on a flash drive) of the all individual applications and supplemental documents.
- For each subsequent Staff review the applicant shall submit:
  - Two (2) **clouded** 24”x36” complete, stapled, and combined plan sets.
  - Project narrative stating how each of the City’s comments are being addressed.
  - A PDF (emailed or on a flash drive) of the complete, combined plan set.
  - PDFs (emailed or on a flash drive) of the all individual applications and supplemental documents.
- Once the applicant is notified by Staff that the project is going to be on an agenda, the applicant shall submit:
  - One (1) **clouded** 24”x36” complete, stapled, and combined plan set.
  - Project narrative stating how each of the City’s comments are being addressed.
  - Ten (10) **unclouded** 11”x17” complete, stapled, and combined plan sets.
  - A PDF (emailed or on a flash drive) of the complete, combined plan set.
  - PDFs (emailed or on a flash drive) of the all individual applications, supplemental documents, and the 3D rendering or video of the project.
- Plan sets shall include the follow items:
  - Current boundary survey
  - Subdivision Plat (if applicable)
  - Proposed Site Plan (Civil and Architectural)

- Stormwater Pollution Prevention Plan (SWPPP)
  - Landscape Plan
  - Floor Plans
  - Architectural and Context Elevations, and Colored Renderings
  - Colored photos of the property and adjacent properties
- A completed City of Clayton Tree Chart (excel spreadsheet). Contact [sdedert@claytonmo.gov](mailto:sdedert@claytonmo.gov) or [kcranford@claytonmo.gov](mailto:kcranford@claytonmo.gov) to request a blank spreadsheet.
  - A brief narrative describing the proposed project.
  - Subdivision Trustee approval (via letter or signatures on plans), if applicable.

### Plan Requirements

- The zoning district boundaries, zoning classification, subdivision name, lot number, dimensions, area and zoning of adjacent parcels where different than site.
- The boundaries of the subject property, all existing property lines, setback lines, existing streets, buildings, watercourses, water ways or lakes, wetlands, and other existing physical features in or adjoining the project.
- Location and identification of all easements (existing and proposed).
- Dimensions of existing and proposed roadway pavements, sidewalks, and right-of-way width for streets abutting the site.
- The location and size of sanitary and storm sewers, water, gas, telephone, electric and other utility lines, culverts, and other underground structures in or affecting the project, including existing and proposed facilities and easements for these facilities.
- Existing and proposed contour lines or elevations based on mean sea level data, unless otherwise waived by the Department of Planning and Development Services. The topographic survey shall depict the elevation of street, alleys, buildings, structures, and watercourses and their names. The topography shall be shown by adequate elevations.
  - Significant topographical or physical features of the site, including any existing or proposed water features. The elevation of the curb (if existing or proposed) in front of each lot shall be indicated.
  - The proposed nature and manner of grading of the site, including proposed treatment of slopes in excess of ten percent (10%) to prevent soil erosion and excessive runoff.
- Type, location, height, and degree of brightness of all exterior lighting. Note on the plans that exterior lights over 75 watts in residential districts must be fully shielded.
- Overall dimensions of all structures and the gross floor plans of each floor within the proposed building.
- A separate landscape plan prepared and sealed by a registered landscape architect, certified arborist, or other similarly qualified professional. Refer to the Landscape Plan Regulations (Title IV – Land Use, Chapter 405 – Zoning Regulations, Article XXX) for specific requirements.

- A Stormwater Pollution Prevention Plans (SWPPP) is required for all sites with proposed land disturbance activities of an area greater than 5,000 square feet. The SWPPP shall be a separate plan sheet and shall include the following:
  - Existing and proposed contours.
  - Drainage facilities and methods for preserving the natural watercourse and patterns of drainage.
  - Identify limits of any areas to be disturbed by the proposed construction.
  - Amount of current impervious coverage and proposed impervious coverage.
  - Methods to mitigate additional impervious coverage and/or address drainage issues on the site.
  - Connection to storm sewer and/or method of controlling storm water run-off on-site.
  - Best Management Practices (BMPs) to reduce sediments and other pollutants associated with construction activities.
  - Location of siltation fences, hay bales, and other runoff prevention methods (as well as other items as required by the Site Plan Review process) and plans for maintenance of these installations during construction.
  - Schedule of street and sidewalk cleaning to alleviate mud and dirt on public right-of-way.
  - Seal of a registered Professional Engineer in the State of Missouri.
  - Benchmark information from the site survey.
  - Other information as required by the Director of Public Works or the Director of Planning and Development Services.
- Location and screening of trash containers and HVAC units.
- The location, height, type, and material of all fences and walls.
- The materials, architectural style, and distance from adjacent property lines of all proposed structures.
- Elevations of all proposed buildings.
- A context drawing depicting the street elevation of the proposed structures shown on each side.
- The location and proposed treatment of any historical structure or other historical design element or feature.
- The location, dimensions, floor area, type of construction and proposed use of each building.
- The location of all proposed buildings and structures – accessory and principal, a tabulation of the total number of stories and height, number of dwelling units and type of unit, and the overall project density in dwelling units per gross acre, where applicable.
- The location, dimensions, and a tabulation of the total square footage in the project and the percentage and square footage thereof proposed to be allocated to any commercial uses, recreation areas, off-street parking, open spaces, parks, other required amenities, and improvements, where applicable.

- Parking and loading facilities, required and proposed shall be shown, including the number, size and location, and facilities for the handicapped – as specified in the Building Code adopted by the City (as amended and as in force at the time of approval of the site plan).
- Each site plan shall bear the seal (signed and dated) of the licensee entity who prepared the drawing or under whose immediate personal supervision the site plan has been prepared. Revised plans and amended or modified approved plans shall also be so authenticated by the licensee entity who prepared the revision, amendment or modification to the drawing or under whose immediate personal supervision the site plan has been revised, amended, or modified.

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THIS PAGE WAS COMPLETED BY (*full legal name REQUIRED*):

Signature (Required): \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

## 2020 Plan Commission/Architectural Review Board Schedule

*\*\*Projects requiring Rezoning, Subdivision Plat, or Site Plan Review must be reviewed by staff prior to being placed on a meeting agenda. Please contact Planning Staff for further information. \*designates change in typical submittal deadline due to holiday*

2020 MEETING DATES	SUBMITTAL DEADLINES (3 P.M.)
Monday, January 06, 2020	Friday, December 23, 2019
Tuesday, January 21, 2020*	Monday, January 06, 2020
Monday, February 03, 2020	Tuesday, January 21, 2020*
Tuesday, February 18, 2020*	Monday, February 03, 2020
Monday, March 02, 2020	Tuesday, February 18, 2020*
Monday, March 16, 2020	Monday, March 02, 2020
Monday, April 6, 2020	Monday, March 23, 2020
Monday, April 20, 2020	Monday, April 06, 2020
Monday, May 04, 2020	Monday, April 20, 2020
Monday, May 18, 2020	Monday, May 04, 2020
Monday, June 01, 2020	Monday, May 18, 2020
Monday, June 15, 2020	Monday, June 01, 2020
Monday, July 06, 2020	Monday, June 22, 2020
Monday, July 20, 2020	Monday, July 06, 2020
Monday, August 03, 2020	Monday, July 20, 2020
Monday, August 17, 2020	Monday, August 03, 2020
Tuesday, September 08, 2020*	Monday, August 24, 2020
Monday, September 21, 2020	Tuesday, September 08, 2020*
Monday, October 05, 2020	Monday, September 21, 2020
Monday, October 19, 2020	Monday, October 05, 2020
Monday, November 02, 2020	Monday, October 19, 2020
Monday, November 16, 2020	Monday, November 02, 2020
Monday, December 07, 2020	Monday, November 23, 2020
Monday, December 21, 2020	Monday, December 07, 2020