



## Open in the ‘O’

The City of O’Fallon, Missouri, is the proud home to nearly 1,500 businesses and more than 83,000 residents. Consistently named one of America’s Best Places to Live, O’Fallon has developed a reputation as a business-friendly community. The Open in the ‘O’ program is our next step in promoting our local businesses. This new initiative is designed to provide personal assistance to small businesses that choose to build or expand in O’Fallon.

### Helping You Get Open In The ‘O’

We know that running a small business is a daunting task, and starting a small business can be even more intimidating. To encourage and assist you in seeing your business plan become a reality, the Open in the ‘O’ program includes a team of staff members who are ready to roll up their sleeves and guide you through the process of opening, relocating or expanding your business in O’Fallon. We can help you with government requirements, rules and regulations and get you started on the right foot in your new venture. We encourage you to call 636-379-5467 for an appointment with one of our team members, and we look forward to working one-on-one with you on your project.

*An important note:* Before leasing, purchasing or otherwise committing to a property, we strongly advise you to research the zoning and physical layout of the building and confirm that the site is appropriate for the use intended. The Open in the ‘O’ program can help you understand how City code restrictions or limitations may impact your operation and identify building and site modifications that may be required to open your business.

### Getting Off To A Great Start With The City’s Feasibility Inspection

Having as much information as possible about your business and the building and site you are considering helps us to make sure the information and guidance we give you is right for your particular business. Therefore, O’Fallon’s Planning and Development staff will meet you at your potential location to conduct a “feasibility inspection” of your proposed site. This inspection is done as a courtesy to give you an idea of any improvements or modifications that may be required to meet City codes. That way, you can determine anticipated costs and expenses in finalizing your budget and plans.

This inspection is not intended as a construction inspection and in no way certifies the overall soundness or suitability of the building, structure, site or other elements. If you are considering purchasing a building, we encourage you to secure the services of a certified and licensed inspection agency as well. Additionally, the local fire districts also require their own inspections.

### Determining Your Needs

In complying with City codes, there are two basic categories with differing requirements:

#### 1. Change of Tenant (Same business type)

If you are occupying or relocating to a building or space that was previously occupied by the same type of business as yours, there are generally very few changes required to the building or site. Exceptions to that rule may include:

- If the building has been damaged or altered without permits
- If a serious or life-threatening safety issue or code violation exists
- Necessary maintenance, such as replacing dead landscaping, patching potholes or striping parking spaces

#### 2. Change in Type of Use in a Commercial Building

The “change in the type of use” may require review and approval from the Planning and Zoning Commission and possibly the City Council. This will be discussed with the business owner during the feasibility inspection and noted in the feasibility report. Change of use almost always requires upgrading to comply with current codes, and usually requires changes to the building and site. Some of the improvements that may be required are:

#### *Site updates:*

Additional parking; ADA-parking and signage; paving the parking lot; driveway widening for access; providing for and screening of the dumpster pad; stormwater and/or drainage improvements; additional landscaping; approved sign location.

#### *Building updates:*

ADA accessibility throughout the structure; additional restrooms; exit lights; emergency lighting; electrical changes

If any of the above site improvements are needed, you may need to submit a Site Plan to the Planning and Zoning Commission for review and approval. Additional building permits also will be required prior to construction. Your Open in the 'O' advisor will help you understand the required permits.

*Please note:* The Fire Marshall from the appropriate fire district also will be invited to the feasibility inspection, and may have additional requirements.

### **Reviewing The Inspection Results**

After the inspection, you will receive a copy of the Feasibility Inspection Report. We will follow up with you to go over the results, explain required changes and discuss the next steps in your process, including whether your plans need to be submitted to the Planning and Zoning Commission for review.

Based on the outcome of the inspection, your project may only require minor improvements to the site and a business license, signs, and occupancy permit for you to open your business. In that case, staff will explain what you need to do.

However, if the inspection shows significant changes or improvements are required, including conditional use permits and zoning changes, staff will assist you in your next step, which may include submitting applications to the Planning and Zoning Commission – and ultimately the City Council – for review.

### **Preparing and Submitting Construction Plans For Review**

Staff can guide you through the process of having your request placed on the Planning and Zoning Commission and City Council agendas for review and approval. To begin the process, you should use your Feasibility Inspection Report to assist you in determining what improvements need to be

done. Staff can provide you with the appropriate applications to be completed. Each application has a checklist for the information that will be required.

If you are working with a design professional, be sure to provide them with a copy of these forms. Some plans may require professional preparation by a Missouri-registered architect and/or engineer. Staff will advise you if that is the case.

### **Don't Forget Your Signs**

Signs are a very important part of any business. In O'Fallon, each sign requires a separate permit. This can be handled by a dedicated sign contractor who also can often help you design effective signage that meets City regulations, as well as manufacture and install your signs.

### **Obtaining A Certificate Of Occupancy**

After you have received formal approval for the improvements to your site and building plans, and all your building and site improvements have been completed, the general contractor will call for the final inspection of the building and site work. When everything is inspected and approved, you will be issued a certificate of occupancy, allowing you to move in.

### **Getting Your Business License**

You are now ready for the final step, obtaining a business license through the City's Finance Department. New business licenses cost \$50, and must be renewed each year no later than June 30. The annual renewal fee is \$15; a late renewal fee costs \$50. The business license application is available on our website at [www.ofallon.mo.us](http://www.ofallon.mo.us). For any questions regarding business licenses, please call 636-379-5526.

Additional licenses, such as a liquor license, also may be required. Your Open in the 'O' advisor will assist you in determining what else is required.

Home occupations require both a business license, which is \$50, and a home occupation permit for a one-time fee of \$15, also issued by the Finance Department.

### **Open For Business**

Congratulations! You're ready to Open in the 'O!' Be sure to contact our Economic Development Department at 636-379-5532 and the O'Fallon Chamber of Commerce at 636-240-1818 to research local marketing opportunities.



## Permits and Licenses

All forms may be downloaded from the City's website at [www.ofallon.mo.us/forms](http://www.ofallon.mo.us/forms) or contact the Economic Development Department at [EconDev@ofallon.mo.us](mailto:EconDev@ofallon.mo.us) or 636-379-5532. Additional licenses and permits may be required by St. Charles County and the State of Missouri. Contact information for the county and state may be found on page 54.

### Commercial Building Permits and Projects Affidavit

Fee: Based on the cost of construction, with a \$100 minimum fee.

Permits are required from the Building Division when constructing or altering a structure or making an addition; demolishing or moving a structure; making a change of occupancy; installing or altering any equipment; and moving a lot line which affects the existing structure. When doing any of the above, both the Building Permit and Commercial Projects Affidavit are required. For more information, please contact the Building Division at 636-379-5433.

### Business License – New and Renewal

New Business Fee: \$50

Annual Renewal Fee: \$15

Every business operating in the city limits is required to obtain a business license from the City. Licenses expire annually on June 30. Applications are mailed to all licensees each May. Failure to renew will result in additional fees, as well as missing out on many marketing opportunities that the City offers. For more information, please contact the Economic Development Coordinator at 636-379-5634.

### Conditional Use Permit (CUP)

Minimum Fee: \$100

A use or occupancy of a structure, or a use of land, permitted only upon issuance of a conditional use permit and subject to the limitations and conditions specified therein. For more information, please contact the Planning and Development Department at 636-379-5467.

### Home-Based Business Permit

Fee: \$15

In addition to the Business License, in-home businesses are required to obtain a Home-Based Business Permit. This is a one-time fee as long as the location or type of occupation does not change. For more information, please contact the Planning and Development Department at 636-379-5467.

### Live Entertainment Application

#### Live Entertainment Business Application

Fee: \$250

This license is for businesses that provide live entertainment on an ongoing basis. The license is issued for a one year period from July 1 – June 30.

#### Live Entertainment Special Event Application

Fee: \$50

This license is designed for any organization or business that wishes to have no more than two live entertainment events within a one year period. A maximum of two licenses may be issued between July 1 – June 30, each of which shall not exceed five consecutive days in duration.

For more information, please contact Administration at 636-379-5503.

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## **Permits and Licenses (cont.)**

### **Liquor License**

Fee: Variable

Any business or organization that will be selling alcohol at the business location or special event is required to obtain an O'Fallon Liquor License. After obtaining an O'Fallon Liquor License, please apply for a State of Missouri Liquor and St. Charles County Liquor License. For more information, please contact Administration at 636-379-5503.

### **Sign Permits**

Fee: Variable

Guidelines on permanent, temporary, specialty display and special use signage regulations are available on pages 41-46. For more information, please contact the Planning and Development Department at 636-379-5467.

### **Temporary/Specialty Use Application**

Temporary Use Fee: \$15

This permit is required for an activity that occurs for a specified period of time. Examples include outside special events, Christmas tree sales, etc. that are held on the premise.

Temporary Tent Fee: \$200

A temporary structure is described as a nonpermanent structure that is erected for a temporary use. Once all the conditions of the permit have been met and the structure has been removed, \$100 of the application fee is refundable upon request.

For more information, contact the Planning and Development Department at 636-379-5467.

### **Zoning**

Minimum Fee: \$100

All businesses must be in compliance with O'Fallon's City Zoning Ordinances\*. Please contact the Planning and Development Department at 636-379-5467.

\* See page 16 for City of O'Fallon Zoning Map.



## Commercial Development Procedures

### Approval Process for Construction of New Buildings and Parking Lots, and Additions to Existing Buildings and Parking Lots

1. Complete the necessary applications\* for proposed development and submit to the Planning and Development Department with requested information, i.e., sealed plans, fee, legal description etc. All information should be provided by the deadline for that month.
2. Staff will review applications and prepare a staff report for the Planning and Zoning Commission. A copy of this report, along with an agenda will be sent to all applicants approximately one (1) week prior to the meeting.
3. Upon approval from the Planning and Zoning Commission, requests for rezoning, conditional use permits and area plans are forwarded to the City Council for their approval; however, site plans receive final approval from the Planning and Zoning Commission.
4. After approval from the Planning & Zoning Commission, application for construction site plan review is made to the Engineering Department. The submitted plans are then reviewed to ensure they meet the requirements of the Planning and Zoning Commission and City of O'Fallon Ordinance, as outlined in Chapter 405: Subdivision and Land Development. After construction site plan approval, building permits may be issued in accordance with City requirements and if required, an application for record plat, based on the approved preliminary plat or final plan, may be made. A grading application may be made per City requirements and approved separately from the construction site plans. Acceptance of public infrastructure is outlined in the above referenced Chapter 405. All City ordinances are accessible on the City's website.
5. Applications for a building permit can be made concurrently with the site plan and construction plan approval. The City of O'Fallon enforces the 2009 International Building Code, 2008 National Electric Code, 2009 International Plumbing Code, 2009 International Residential Code, 2009 International Energy Conservation Code, 2009 International Fuel Gas Code, 2009 International Fire Code and the 2009 Mechanical Code. Building permits are not issued until construction site plans are approved through the Engineering Department.
6. Upon final inspection and approval of the facility by the Building and Code Enforcement Division, an occupancy permit will be issued.

*Note: These procedures may be subject to change.*

\* For applications and additional information, please contact the City of O'Fallon's Building and/or Planning and Development Department at 636-240-2000 or [www.ofallon.mo.us/forms](http://www.ofallon.mo.us/forms).

## 2016 Meeting Dates and Deadlines

### Planning and Zoning Commission

Location: O'Fallon Municipal Centre  
 Meeting at 7:00 p.m.  
 Workshop at 6:00 p.m.

Generally meets on the first Thursday  
 of each month.

Month	Meeting Date	Submittal Deadline Date
January	01/07/2016	12/04/2015
February	02/04/2016	12/31/2015
March	03/03/2016	01/29/2016
April	04/07/2016	03/04/2016
May	05/05/2016	04/01/2016
June	06/02/2016	04/29/2016
July	07/07/2016	06/03/2016
August	08/04/2016	07/01/2016
September	09/01/2016	07/29/2016
October	10/06/2016	09/02/2016
November	11/03/2016	09/30/2016
December	12/01/2016	10/28/2016

### City Council

Location: O'Fallon Municipal Centre  
 Meeting at 7:30 p.m.  
 Workshop at 5:30 p.m.

Generally meets on the second and fourth Thursday  
 of each month.

Month	Meeting Date	Submittal Deadline Date
January	01/14/2016	12/18/2015
	01/28/2016	12/31/2015
February	02/11/2016	01/15/2016
	02/25/2016	01/29/2016
March	03/10/2016	02/12/2016
	03/24/2016	02/26/2016
April	04/14/2016	03/18/2016
	04/28/2016	04/01/2016
May	05/12/2016	04/15/2016
	05/26/2016	04/29/2016
June	06/09/2016	05/13/2016
	06/23/2016	05/27/2016
July	07/14/2016	06/17/2016
	07/28/2016	07/01/2016
August	08/11/2016	07/15/2016
	08/25/2016	07/29/2016
September	09/08/2016	08/12/2016
	09/22/2016	08/26/2016
October	10/13/2016	09/16/2016
	10/27/2016	09/30/2016
November	11/10/2016	10/14/2016
December	12/08/2016	11/10/2016*

*\*Date adjusted due to holiday.*



## Commercial and Industrial Zoning District Summary

The City of O'Fallon has the following zoning districts that allow for commercial or industrial uses. Due to additional information and requirements, please refer to the City's Zoning Code available at [www.ofallon.mo.us](http://www.ofallon.mo.us) for regulations specific to each district. See Appendix "A" in the Zoning Code for a listing of permitted and conditionally permitted uses for each district. See page 16 for the City of O'Fallon Zoning Map.

Zoning District Site Area	Minimum Site Area	Minimum Lot Width Building Line Feet	Maximum Lot Coverage Percentage	Minimum Yard Setback Requirements (Feet)			Maximum Height Requirements Feet
				Front Yard	Side Yard	Rear Yard	
<b>C-0/Office District</b> Section 400.115	5 Acres <sup>1</sup>	75	25%	25	10	35	N/A
<b>C-1/Restricted Business District</b> Section 400.120	1 Acre <sup>1</sup>	70	30%	25	N/A	25	35
<b>C-2/General Business District</b> Section 400.125	5 Acres <sup>1</sup>	25	N/A	25	N/A	N/A	50
<b>C-3/Highway Commercial District</b> Section 400.130	5 Acres <sup>1</sup>	25	30%	30	20	25	35
<b>I-1/Light Industrial District</b> Section 400.140	5 Acres <sup>1</sup>	75	50%	30	20	35	50
<b>I-2/Heavy Industrial District</b> Section 400.150	5 Acres <sup>1</sup>	75	50%	30	25	50	50
<b>MUTD/Mixed Use Traditional Development District</b> Section 400.161	5 Acres	N/A <sup>3</sup>	N/A <sup>3</sup>	N/A <sup>3</sup>	N/A <sup>3</sup>	N/A <sup>3</sup>	50 <sup>5</sup>
<b>HTCD/High Tech Corridor District</b> Section 400.145 <sup>4</sup>	5 Acres <sup>2</sup>	100	50%	30	20	35	50

1. When not adjacent to existing commercial or industrial districts. When adjacent to existing commercial or industrial districts, there are no minimum lot size requirements.
2. When not adjacent to an existing industrial district. When adjacent to an existing industrial district, there are no minimum lot size requirements.
3. "Mixed Use Traditional District" developments allow for site flexibility to facilitate better site planning, see Section 400.161 for more information.
4. "High Tech Corridor District" developments have additional setback, height exceptions and transitional strip requirements, see Section 400.145 for more information.
5. The Planning and Zoning Commission and City Council may allow an additional height to a maximum of six (6) stories.
6. Refer to Chapter 402: Trees & Landscaping of the Zoning Code for landscaping and bufferyard requirements.

## Home-Based Business Restrictions and Requirements

**Restrictions:** Home occupations shall be permitted as an accessory use to a residential use in any zoning district subject to the requirements of this Section, with the exception of the following uses which are prohibited:

1. Appliance repair
2. Automobile, truck, trailer, or motor vehicle service/repair/painting (other than personal)
3. Eating or drinking establishments
4. Equipment rental
5. Furniture stripping and similar activities
6. Mortuaries and embalming
7. Nursery schools, kindergartens, or home daycare services having more than four children at any one time (not including relatives of the operator)
8. Private clubs, including fraternity and sorority houses
9. Retail or wholesale sales with customers coming to the residence (excluding home parties)
10. Stables or kennels
11. Storage of construction material or contractor equipment
12. Veterinarian services, animal hospitals, pet grooming, or pet adoption services
13. Any use listed as a Conditional Use in a commercial or industrial zoning district

**Requirements:** Condensed version. For full version go to [www.ofallon.mo.us/forms](http://www.ofallon.mo.us/forms)

1. No physical alteration of the residential exterior; no parking on street or on non-approved surfaces
2. No outdoor display or storage of goods, materials, parts or equipment on site
3. Compliance with all applicable sections of the City's Municipal Code
4. No signage on site except as allowed under section 410.090 H of the City Sign Code
5. No excess generation of smoke, noise, odor, vibration, pollution, interference, etc will be allowed
6. No appreciable increase in utility consumption (water, gas, electric, trash, etc), or in delivery traffic, above what is average for a typical residence in the subject's neighborhood will be allowed
7. Max of two (2) Home Occupations per dwelling; each Home Occupation must maintain a current business license
8. A home occupation permit shall be issued only to the individual occupying a dwelling as his/her residence. As such, Home-Based Business Permits shall not be transferable and shall terminate upon sale or transfer of the property to a new owner.
9. Any individual requesting a Home-Based Business Permit for the retail sale or retail storage of firearms, weapons, potentially lethal items, or hazardous materials shall indicate on their permit application the exact nature of their business. The individual must have complied with all Federal, State and local regulations dealing with the handling of firearms, weapons, potentially lethal items, or hazardous materials prior to submitting the request for a Home-Based Business Permit. The City of O'Fallon may request proof of compliance at time of application and/or any time the permit is in effect.
10. No person shall be engaged in such home occupation other than the resident of the dwelling and no more than two (2) nonresident individuals.



## Permanent Signage Regulations

**Maximum Number of Signs:** The maximum number of signs per lot is defined as the sum of the total allowable number of free-standing signs and the total allowable number of wall signs.

*Free-Standing Signs:* A maximum of one (1) free-standing sign is allowed per lot.

*Wall Signs:*

- *Single Tenant Buildings:* A maximum of one (1) wall sign per facade will be allowed, except in cases where the facade fronts onto an adjacent property that is residentially zoned. Attached wall signs are prohibited on any facade fronting on property that is zoned or used for residential purposes.
- *Multi-tenant Buildings:* A maximum of one (1) wall sign is allowed on each tenant unit with a public entrance and on any façade with a view from a roadway or parking lot. In the case of an end-cap unit the tenant of said unit will be allowed one (1) wall sign on the side of the building facing the roadway or parking lot. Common walls (elevations with no entrances or accesses) may have allowed directory signs. In cases where all the tenants are accessed through one (1) common entrance, one (1) sign per tenant is allowed, as long as the total square footage of all signage on the facade added together does not exceed the maximum amount of signage allowed for that facade. Attached wall signs are prohibited on any façade fronting to property that is zoned or used for residential purposes.

**Height of Sign:** Wall signs shall not extend beyond the limits of the wall they are attached to. For freestanding signs, the overall sign structure may not exceed twelve (12) feet in height. Only wall signs and freestanding signs not exceeding eight (8) feet in height are permitted in residential zoning districts. However, pylon signs up to thirty-five (35) feet in height are permitted in the interchange sign district. Signs up to twenty (20) feet in height may be permitted within large shopping centers located on a site in excess of ten (10) acres or more.

**Sign Area:** Sign Area is defined as the size of the sign face (panel) measured in square feet, as determined by the calculations herein. The supporting structure or

bracing of a sign shall not be counted as a part of the sign area unless such structure or bracing is made a part of the sign's message. Where a sign has two display faces (panels) back to back, the area of only one (1) face (panel) shall be considered the sign area. Where a sign has more than one (1) display face (panel) not back to back, the maximum area which can be viewed simultaneously from any point, shall be considered the sign area.

*Calculations:* The maximum permitted sign area of an individual sign is computed based on the type of sign as follows:

- *Free Standing Signs for Single Tenant Buildings:* The size of the sign face shall be no greater than seventy-five one hundredths of a percent (0.75%) of the floor area of all primary and accessory structures on site, or seventy (70) square feet, whichever is less. A permitted ground sign face may be at least twenty-four (24) square feet regardless of the building's floor area; or may be smaller than twenty-four (24) square feet at the applicant's discretion.
- *Free Standing Signs for Multiple Tenant Developments:* Multiple-tenant developments shall be allowed the option to erect either a Directory Sign or Center Sign.
  - *Directory Sign:* A single sign identifying the different tenants in a development.
    - The sign area shall be equal to either thirty-five (35) percent of the development's linear footage along the right-of-way or 150 square feet, whichever is less.
    - If the sign has two faces (back to back) tenant panels shall have the same configuration on both sides.
  - *Center Sign:* A single sign identifying the development as a whole instead of listing the tenants in the development.
    - The sign area shall be equal to either twenty (20) percent of the development's linear footage along right-of-way or 70 square feet, whichever is less.

## Permanent Signage Regulations (cont.)

- A Center Sign shall display the name and/or logo of the multiple-tenant development, a street address, or other non-advertisement items of information.
- No other free-standing signs are permitted, except as specifically called out in this Chapter.
- *Wall Signs:* The maximum permitted area of a wall sign for an individual tenant unit or building façade shall be equal to a percentage of the square footage of the respective tenant unit or building face.

For multi-tenant buildings with a common entrance, this percentage applies to the allowable wall signs per façade for the structure as a whole, therefore only one such sign shall be allowed if the maximum percent or maximum sign area square footage is used in a single sign. The following sign area percentages shall apply:

Building / Tenant Unit Face (in square feet)	Percent of Building Face Allowed for Signage	Maximum Sign Area (in square feet)
0 – 1000	7.50%	70
1001 – 2500	7.25%	150
2501 – 5000	6.00%	250
5001 – 7500	5.00%	325
7501+	4.50%	375

- *Accessory Signs:* Accessory signs are regulated in the same manner as other wall signs. The maximum permitted area of an individual accessory sign shall be equal to five percent (5%) of the square footage of the accessory building's wall or canopy façade or thirty (30) square feet, which ever is less.
- *Secondary Identification Signs:* Attached secondary identification signs displaying the occupation, service and/or product located upon the premise. The maximum area of the one (1) primary attached sign and secondary signs shall not cumulatively exceed the allowable wall signage found in Section 410.070 (3) (c).
- *Secondary Directional Signage:* These signs may be located on a project, site or development exceeding ten (10) acres in size, provided that the signs located on any site shall not exceed twenty-eight (28) square feet in area and no sign should be more than ten (10) feet in height or located closer than fifty (50) feet to a public or private right-of-way.
  - (i) These types of signs shall be designed to accommodate the names of all businesses/buildings with directional arrows within a development. Each business or building will be prohibited from having individual directional signage unless otherwise specified within Chapter 410.
- *Large Shopping Center Directory:* A multi-tenant shopping center occupying a site in excess of ten (10) acres in size:
  - (i) The sign shall not exceed twenty (20) feet in height and two hundred twenty-five (225) feet in sign area. Signs mounted upon an individual pole shall be prohibited.



## Permanent Signage Regulations (cont.)

**Items of Information:** All signs shall be limited to one (1) business name, unless it is a directory sign, whereby each tenant panel will be allowed one business name. Including the business name, a maximum of eight (8) items of information may be displayed on a sign.

**Commercial Address Plates:** Each permitted freestanding sign shall contain a placard that displays the assigned numerical street address of the subject property. In the case of multi tenant signs, the placard shall list the numerical addresses or suite numbers for each tenant unit within the building. The dimensions of the address plate shall be a size not more than 10% of the allowed square footage of the sign face (for single tenant signs) or 30% of the allowed square footage of the sign face (for directory signs.)

This additional square footage shall not count against the sign's allowed square footage; and the addresses listed shall not count against the sign's allowed number of items of information.

**Illumination:** All illuminated signs shall comply with all applicable codes and regulations, including Section 400.277 of the *O'Fallon Zoning Code* that refers to Exterior Lighting Standards. In addition all electrical equipment and devices shall be UL listed and approved for their proposed use.

**Placement:** Any sign erected within the City limits must be placed in accordance with the following regulations:

*Setbacks for Free Standing Signs:* All free-standing signs shall be located a minimum of ten (10) feet away from any right-of-way line and/or property line and a minimum of three (3) feet from the back of any curbing or sidewalk. All signs shall abide by the regulations for visibility at corners, including visibility corners from driveways and the street it intersects per Section 400.260 of the *O'Fallon Zoning Code*.

*Location of Wall Signs:* Wall signs may only be placed on a façade that does not front on residentially zoned property. No maximum permitted height is provided for wall signs except that no sign shall be higher than the building wall on which it is mounted. Signs shall not encroach upon any window, doorway, or architectural feature.

*Placement Within or on a Frame:* All signs designed for a pre-existing structure or frame shall be designed to fit the frame or structure as though it were the original sign. Any portion of any sign or unused remaining frame or structure shall be subject to removal.

*Additions to Existing Signs:* No sign over four (4) square feet in area may be attached to another sign without being designed as an integral part of the original sign. No signs may be attached to, or cover up, any portion of a sign's frame, structure or base unless originally designed or subsequently redesigned for that purpose. *Wall Signs:* The maximum permitted area of a wall sign for an individual tenant unit or building façade shall be equal to a percentage of the square footage of the respective tenant unit or building face.

For multi-tenant buildings with a common entrance, this percentage applies to the allowable wall signs per façade for the structure as a whole, therefore only one such sign shall be allowed if the maximum percent or maximum sign area square footage is used in a single sign. The following sign area percentages shall apply:

## Temporary Signage Regulations

Periodically, businesses may obtain a permit to temporarily erect additional signage on site associated with special events or uses such as store sales or promotions, openings, closing and seasonal uses. These rules shall apply to both temporary signs and specialty displays.

**Number:** Once a business obtains a Temporary Sign Permit, they may display one sign for each permit obtained. (In the case of lot with multiple frontages, the applicant may display a maximum of two (2) temporary signs/specialty displays on a single permit, so long as each sign is facing a different street.)

**Duration:** Temporary Sign Permits may be obtained in any number for any length of time provided that the applicant does not exceed ninety (90) days of display time during any one calendar year. The start date is specified by the applicant at the time the permit is obtained.

**Size:** Temporary business signs shall not exceed forty-eight (48) square feet in size. This includes attention getting devices and signs carried by Barkers. The area of streamers and similar displays shall not be limited or included within this maximum square footage.

**Type:** Temporary business signs maybe wall signs, freestanding signs, banners or barkers. Out of the ordinary, unique attention-getting devices such as, but not limited to, pennants, streamers, tassels, balloons, etc., shall be prohibited as part of or attached to the sign; and all temporary signs are exempt from the limit on the items of information. Changeable copy signs, electronic message signs or any signs otherwise prohibited by this Chapter are not permitted.

**Height:** Free-standing temporary signs shall not exceed twelve (12) feet in height. Signs or attention getting devices attached to the building shall not exceed the height of the principal structure nor be erected upon or above the roof including when hung from poles or other accessory structures.

**Installation and Removal:** Banners shall remain securely mounted and tightly hung to two (2) posts or by an alternative method approved by the Administration Officer, for the duration of time that the banner is installed. Flag banners, such as feather and teardrop flags must be secured by being staked into the ground. All mounting devices (posts, stakes, etc.) shall be removed at the time that the temporary sign is removed.

**Placement:** Temporary Signs/Specialty Displays may be moved within the limits of the lot at any time during the duration of the permit, so long as each sign complies with the following:

*Setbacks for Free Standing Signs:* All free-standing specialty displays must be fully contained within the subject property; shall be located on the subject property a minimum of five (5) feet from the right-of-way line or property line; a minimum of three (3) feet from the back of any curb; and shall abide by the regulations for visibility corners including visibility corners from driveways and the street it intersects per Section 400.260 of the *O'Fallon Zoning Code*. The applicant will be asked to call out the location of the sign when the permits are issued and spot inspections may be used by Staff to verify the sign is suitably located.

*Location of Wall Signs:* No maximum permitted height is provided for wall signs (including banners), except that no sign shall be higher than the building wall on which it is mounted. Signs shall not encroach upon any window, doorway, or architectural feature.

*Barkers:* Barkers may only operate under permission of the owner of the site on which the event occurs, or in a designated public space (common ground, sidewalks, etc) and may not operate in the public right-of-way. Their activities shall not impede vehicular or pedestrian traffic, or constitute a safety hazard. For each Barker on site under the age of 16, there shall be one competent person of legal majority on site to supervise their activities.

*Sandwich Boards:* A sandwich board sign, not exceeding eight (8) square feet per face, may be placed no further than twenty (20) feet from the front entrance of a business while opened. Each business shall be allowed a maximum of one (1) sandwich board sign per public entrance. At no time should a sandwich board sign block a public sidewalk or designated parking space or be placed within a green space. Sandwich boards shall only be displayed during hours of operation and do not require a sign permit.



## Specialty Display Signage Regulations

**Off Premise Directional Signs:** To assist the public in locating and navigating to various amenities within the City of O'Fallon, the City will allow Commercial entities, with valid permits, to install, at specified locations within the city, additional signage to promote both businesses and developments operating within the city limits. The primary purpose of these signs will be way finding and providing direction to potential consumers of both commercial and residential developments within the City and will be divided into two categories:

**Annual Use:** These signs are semi-permanent; once installed; they may be left in place as long as the entity advertised is actively conducting business transactions, are not in a state of disrepair and maintain current information and apply for renewal on a yearly basis. In addition to all other applicable parts of this chapter, all signs used under this section must adhere to the following:

- The business or development being advertised must be located within the City of O'Fallon.
- Signs shall be free standing and shall not exceed thirty-two (32) square feet in sign face size.
- These signs shall be out of any public rights-of-way, out of the applicable sight triangles and shall require the written approval of the property owner of the lot on which the signs are placed.
- Sign shall only contain business name and the business the petitioner is advertising, directions and prices.
- A separate annual permit shall be required for each Annual Use Off Premise Directional Sign installed within the City. The Permit Fee is identified in the Schedule of Fees, Costs and Expenses within Appendix B of Title IV: Land Use. Failure to pay the fee prior to placement of the sign shall result in a citation. Each sign shall be considered a separate violation. Each annual use sign will expire at the end of the calendar year and will be subject to submitting a renewal application. The Fee for a renewal is identified in the Schedule of Fees, Costs and Expenses within Appendix B of Title IV: Land Use.

**Weekend Use:** These signs are to be displayed during the higher volume traffic periods on the weekends. The signs may not contain any product or pricing information, only the business or subdivision name and an arrow or similar directional aide. In addition to all other applicable parts of this Chapter, all signs used must adhere to the following:

- Signs may only be displayed between 6 p.m. Fridays and 6 a.m. Mondays of the same weekend
- Shall be free standing and shall not exceed four (4) square feet in area, or six (6) feet in height from the adjacent finished grade.
- Placement of such signs shall be prohibited on private property without the express permission of the property owner.
- Signs shall not be placed as to interfere in any way with public health or safety. Such signs placed within the State right of way are further subject to the rules and regulations of the Missouri Department of Transportation.
- No such sign shall be attached to any utility structure, tree, fence, or any public or existing private sign standard.
- An annual permit shall be required for each entity requesting to place Weekend Directional Signs within the City. The Annual Permit Fee is identified in the Schedule of Fees, Costs and Expenses within Appendix B of Title IV: Land Use. Failure to pay the fee prior to placement of the signs shall result in a citation. Each sign shall be considered a separate violation.

# Special Use Signage Regulations

**Interchange Sign:** An interchange sign is a modified freestanding sign that can be installed on a lot adjacent to the right-of-way of a highway or service road. Interchange signs are to be used in place of, not in addition to, the permitted freestanding signs allowed on the site. Interchange signs are allowed only on non-residentially zoned properties adjacent to the right-of-way for Interstates 70 and 64 and Route 364; or fronting on East or West Terra Lane. Properties fronting on Veteran's Memorial Parkway; Technology Boulevard; or the outer roads adjacent to Highway 40/64 and Route 364 may be granted pole signs if they can prove, via a sight line study, that they have visibility from I-70, I-64 or Route 364.

- A maximum of one (1) free-standing Interchange Sign per lot shall be permitted to be installed up to a maximum height of thirty-five (35) feet.
- The sign face shall have a clearance of at least ten (10) feet from the surrounding ground level.
- Interchange Signs will be allowed to increase their size by adding in fifty (50%) of their allowed area to their total.
- Interchange signs shall comply with all other requirements for free-standing signs unless amended by this Chapter.
- As part of the sign permit application, the applicant will be required to submit a scaled drawing/rendering showing the size of the proposed sign in relation to the surrounding structures and topography. The drawings shall be prepared by a licensed or registered professional. (i.e. architects, engineers.)

**Changeable Copy Signs:** Changeable copy signs will only be allowed as wall or free-standing signs, if, they are included as part of the permitted permanent signage. The lines of changeable copy shall be designed as an integral part of the sign and not added to the same pole or structure without being designed as part of the original sign.

**Electronic Message Signs:** Electronic message signs will only be allowed as wall or free-standing signs, if, they are included as part of the permitted permanent signage. The electronic message center shall be designed as an integral part of the sign and not added to the same pole or structure without being designed as part of the original sign. All electronic message centers shall adhere to the following:

- A maximum of one (1) message shall be displayed during each item frame. No continuous or rolling displays shall be permitted.
- The minimum display time per message shall be five (5) seconds;
- The intensity of the lights used in the message board shall not constitute a visual hazard for vehicular or pedestrian traffic and shall comply with all requirements of section 400.277 of the Zoning Code.

**Vehicular & Trailer Signs:** Vehicular and trailer signs shall include, but are not limited to, signs, lettering, logos, or other advertisement which are mounted, attached, or painted on trailers, boats or vehicles which are parked and left stationary near the business or development which is the subject of the vehicular or trailer sign. Vehicular and trailer signs in compliance with the following regulations shall be allowed to be parked within non-residential zoning districts:

a. Any vehicle or trailer as referenced in Section 355.110, Subsection (F), classified by the Department of Transportation (DOT) as Class Three (3) and above and any step van or any trailer displaying signage or advertising shall be parked behind the building face of any multi-tenant development.

For purposes of this Section "building face" shall mean the façade of the building which faces any public street. Further, for purposes of this Section, the phrase "in front of the building face" shall not be construed as limited to directly in front of the building, but instead shall be construed as the entire area, running from side property boundary to side property boundary, between the building face and the public street.

Where parking is not available behind the building face of a multi-tenant development, the vehicle or trailer with signage shall be parked in the parking space closest to the business that utilizes said vehicle or trailer.

Occupants of single-tenant buildings shall be prohibited from parking vehicles or trailers with signage in the parking spaces closest to the right-of-way or private street.

b. All vehicles shall be parked within a properly designated parking space and shall not encroach upon any drive aisle or sidewalk.

Exceptions: The following vehicles and trailers shall be exempt from the above-listed regulations:

- a. Mini busses or vans Class 3 or below predominately used in the routine transportation of people to and from a place of business.
- b. Construction-related vehicles parked on property under construction, service and delivery vehicles while services are being provided;
- c. Governmental and public safety vehicles; and
- d. Vehicles rented to the general public by a business whose primary purpose is the rental or sale of such vehicles, provided that such vehicles are not parked on any drive aisle, sidewalk or landscaped area.

**Legend**

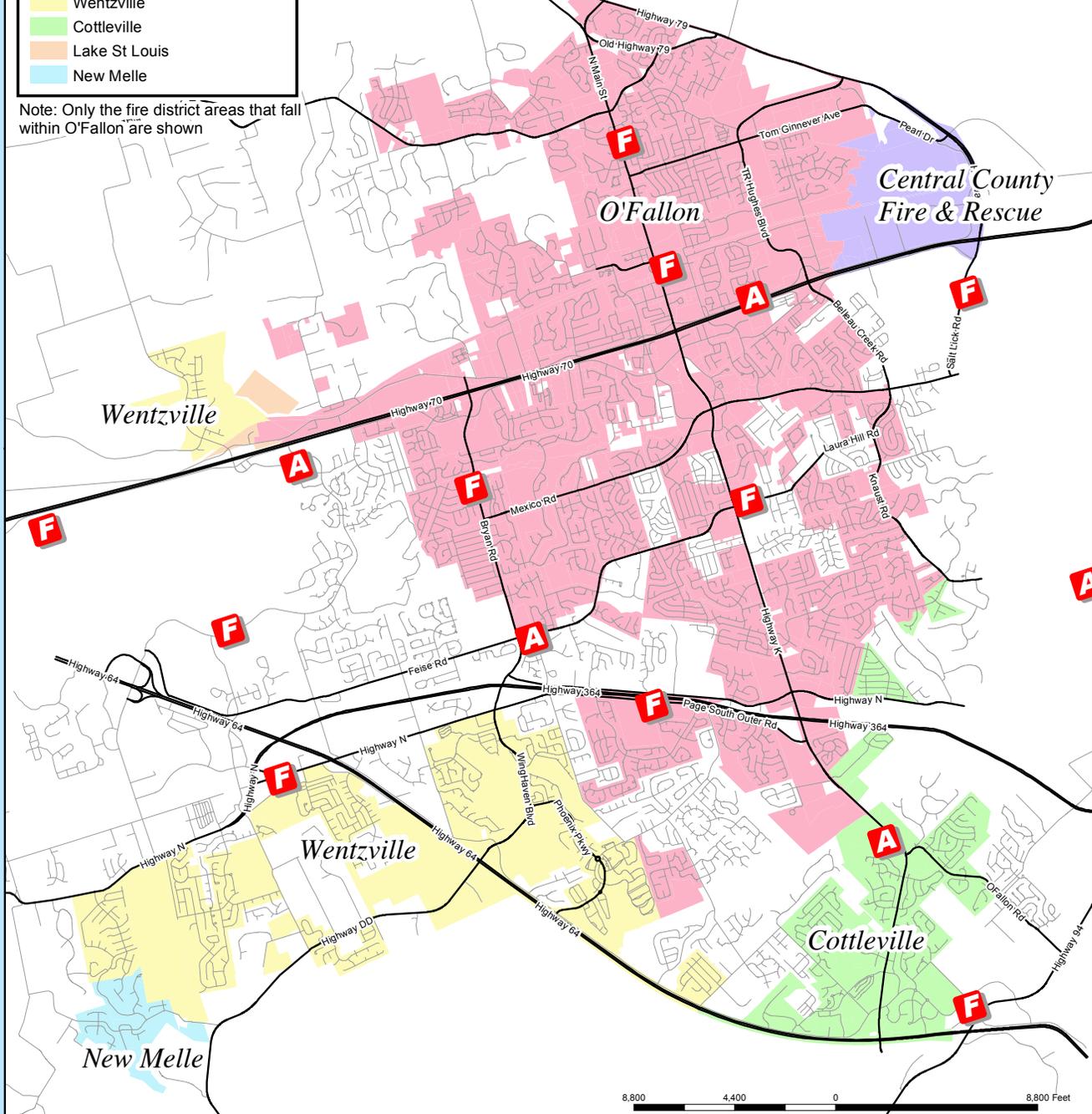
-  Fire Station
-  Ambulance Base

**Fire Districts**

-  O'Fallon
-  Central County Fire & Rescue
-  Wentzville
-  Cottleville
-  Lake St Louis
-  New Melle

Note: Only the fire district areas that fall within O'Fallon are shown

Fire District Information provided by the St. Charles County GIS.  
Further information is available by contacting:  
Information Systems Department  
201 N Second St.  
St. Charles, MO 63301  
Telephone (636) 949-7417  
Facsimile (636) 949-7483.



Planning & Development  
Geographic Information System  
O'Fallon, Missouri

## O'Fallon Emergency Services

Information current through ordinance 6168

Printed: 01/15/2016



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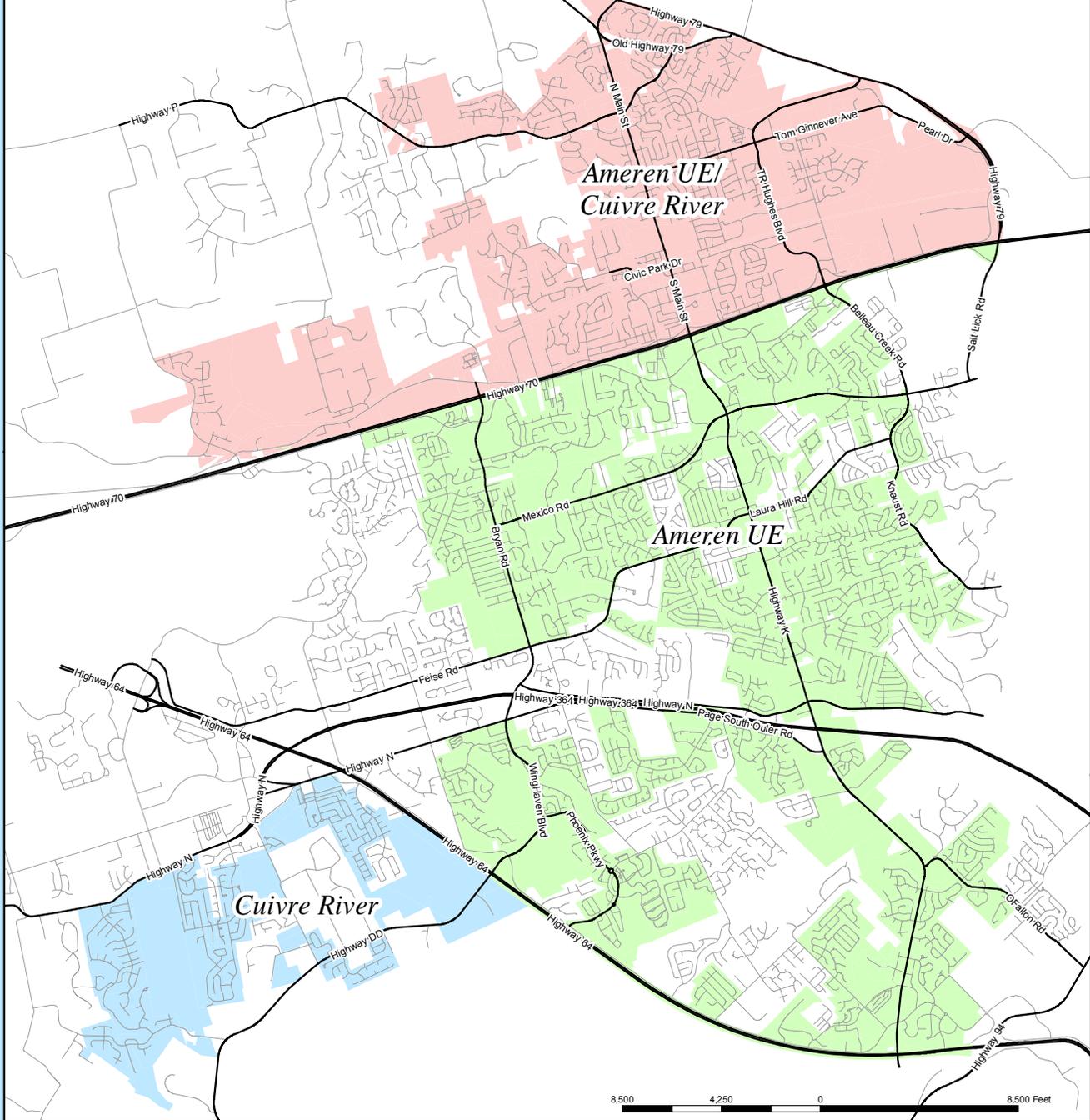
For contact information, please refer to "Community Contacts" on page 5.

**Legend**

**Electric Service Areas**

- Ameren UE/Cuivre River
- Ameren UE
- Cuivre River

Note: Only service areas that fall within O'Fallon are shown



Planning & Development  
Geographic Information System  
O'Fallon, Missouri

## Electric Service Areas

Information current through ordinance 6168

Printed: 01/15/2016



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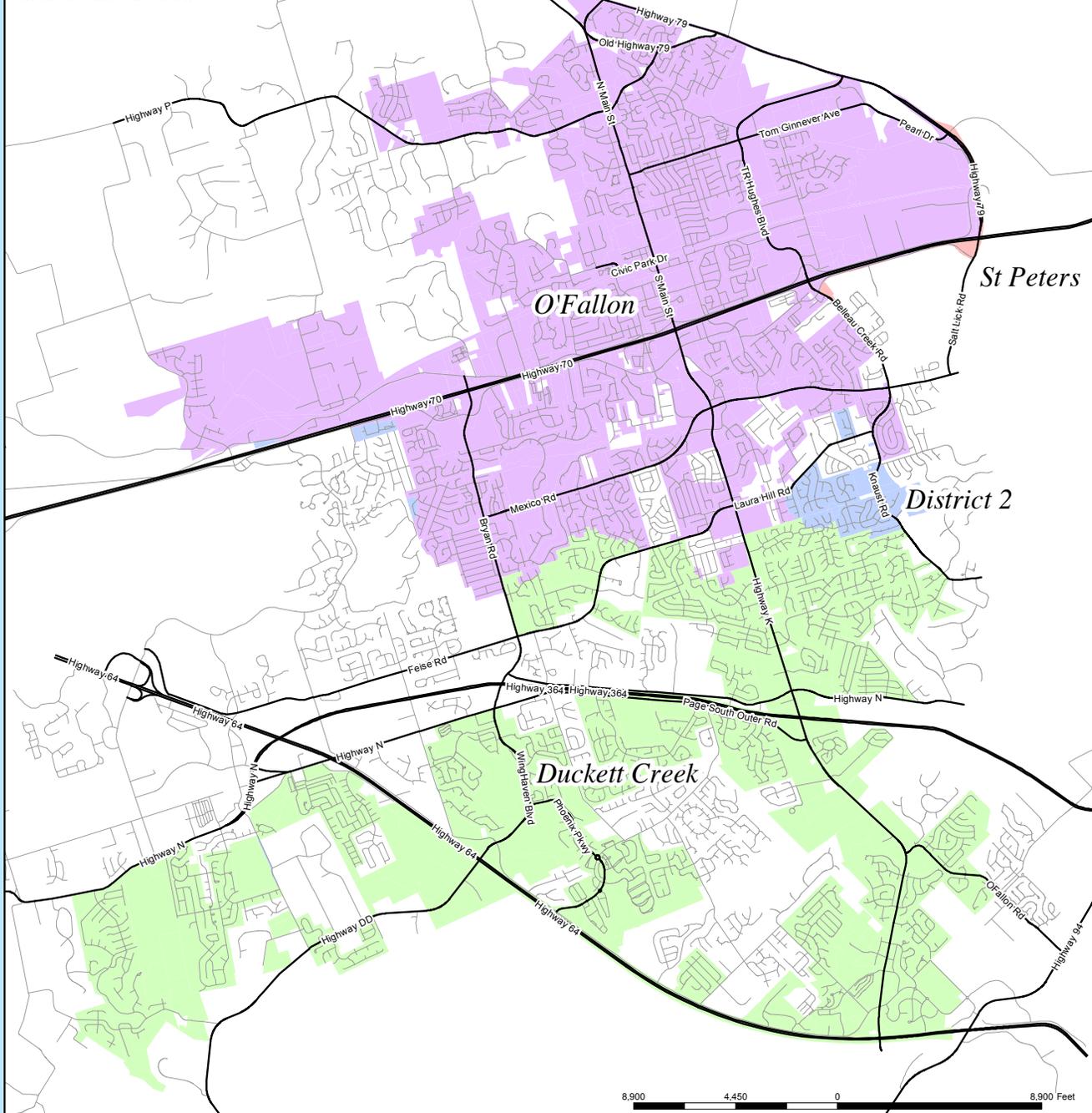


**Legend**

**Sanitary Sewer Districts**

- O'Fallon
- St Peters
- Duckett Creek
- District 2

Note: Only the sewer district areas that fall within O'Fallon are shown



Planning & Development  
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O'Fallon, Missouri

### O'Fallon Sewer Districts

Information current through ordinance 6168

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For contact information, please refer to "Community Contacts" on page 5.