City of O'Fallon Planning and Development Department

100 North Main Street
O'Fallon, Missouri 63366
www.ofallon.mo.us

For additional information send inquiries to:
E-mail: tcoffman@ofallon.mo.us or call (636) 379-5544

Final Plan Application - Planned Developments

OFFICE USE ONLY
Date of Initial Submittal: _____ Case No.: _____ Application Fee $300.00 Paid:_____

Subject Property Information (Please Type or Print all requested information):

Property Location (Including Address, if applicable): _____

Proposed Use of Property: _____

Current Zoning: _____ Proposed Zoning (If Applicable): _____

Type of Proposed Planned Development: ___Environmental Protection___Redevelopment___Special Exception

Contact Information:

Applicant:

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

Property Owner:

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

Contract Purchaser (if applicable):

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Engineer:

Name: _____

Contact Person: _____

Address: _____

City/State/Zip:_____

Phone: _____

Email: _____

_____
Applicant Signature

_____
Date

_____
Owner Signature

_____
Date

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APPLICATION SUBMITTAL INFORMATION

- All items shall be submitted electronically to tcoffman@ofallon.mo.us. Electronic submittals shall be Adobe PDF with the measuring functionality enabled for review purposes. If an electronic submission cannot be made, please provide one (1) copy of all documents no larger than 11X17 in size. Provide a legal description of the site electronically (Word version) to tcoffman@ofallon.mo.us as part of the initial submittal.
- The applicant will be billed for the application fee of $300.00. The fee shall to be paid regardless of Final Plan approval.
- The applicant will be billed for the cost of the Legal Notice advertising the required Public Hearing before the Planning and Zoning Commission, plus a $0.62 mailing fee for the notification of each adjacent property owner within a 300' radius of the subject site.
- Within a week and a half of receipt of the application, City Staff will send an email to all parties listed on this application with a report listing comments and issues that need to be addressed in order to meet City standards. The applicant will then be asked to revise and resubmit the Final Plan as an Adobe PDF electronically.
- As part of the revised 2nd submittal, responses as to how you have addressed each of the comment items shall be provided. If the applicant fails to address all of the noted items on their 2nd submittal, the submission may not be brought before the Planning and Zoning Commission for consideration.

This Final Plan Application and Checklist outlines the items typically addressed with an initial submittal of a Final Plan. This checklist is a guide to the generally required information on a Final Plan, but may not be inclusive of all the information that may be required to meet City Code. Please refer to Title IV: Land Use Chapter of the O'Fallon Municipal Code for more specific and detailed requirements.

- ☐ Provide a written correspondence which: 1) identifies the type of proposed Planned Development and how it meets the Qualifying Objectives for this type of Planned Development outlined within Section 400.170 of Article V of the Zoning Code, 2) identifies why the proposed development cannot be constructed utilizing the City's conventional Zoning District and/or Subdivision and Land Development Code regulations, 3) includes a comparison table which identifies the exact Zoning District and/or Subdivision and Land Development Code regulations proposed to be modified per the permitted modifications outlined within Section 400.175(B) and 400.175(C) of Article V of the Zoning Code and the corresponding requirements within the underlying Zoning District and/or Subdivision and Land Development Code, 4) identifies any proposed minor variations from the approved Area Plan per the allowances of Section 400.200(E) of Article V of the Zoning Code, and 5) identifies how the proposed Planned Development is in conformance with the City's adopted Comprehensive Plan.
- ☐ Provide a copy of the *Trust Indentures, Covenants*, or *Deed Restrictions* in accordance with Section 405.350 of the *Subdivision and Land Development Code* that address the maintenance of common ground, recreational amenities, storm water detention, private roads and parking lots, and other regulations pertaining to the buildings and structures within the proposed *Planned Development*.
- ☐ For a proposed *Environmental Protection Planned Development*, provide a copy of the Conservation Easement that will permanently protect the environmentally-sensitive areas of the site.
- ☐ Provide letters from the applicable School District (s), Fire Protection District (s), Potable Water District (s), and Sanitary Sewer District (s) that verify that they have the capacity to provide service to the proposed *Planned Development*.
- ☐ Provide a letter from the St. Charles County Planning Department approving the name of the proposed *Planned Development* and all proposed street names.

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- ☐ Provide on the plans a comparison table which identifies the exact *Zoning District and/or Subdivision and Land Development Code* regulations proposed to be modified per the permitted modifications outlined within Section 400.175 (B) and 400.175 (C) of Article V of the Zoning Code and the corresponding requirement within the underlying *Zoning District* and/or Subdivision and *Land Development Code*.
- ☐ Provide the total gross land area of the proposed Planned Development in acres. Provide a breakdown of the total gross area by proposed land uses types. Proposed Planned Developments which include residential uses shall provide a breakdown of the number of residential units for each housing type, density calculations, the average lot size, and size of the ten (10) smallest lots.
- ☐ Identify all land areas to be dedicated and reserved for public use and areas to be dedicated as common ground under the control of a Homeowner's Association.
- ☐ Provide Typical Sections and a Lot Data Table for all proposed residential lot sizes and types within the proposed *Planned Development* (including perimeter lots subject to the minimum lot size requirements of Section 400.175 (G) of Article V of the *Zoning Code*). Indicate proposed lots which are susceptible to street creep. Typically, these lots are: 1) at the end of tangent sections, 2) across from "T" intersections, and 3) on the outside of radii regardless of whether they are uphill or downhill from these areas. Indicate proposed lots which will have rear walk-outs.
- ☐ Proposed *Environmental Protection Planned Developments* shall provide a separate *Environmentally-Sensitive Area Protection Plan* that demonstrates compliance with the requirements of Section 400.175 (F) of Article V of the *Zoning Code*.
- ☐ Provide the Traffic Study (if applicable) that was deemed necessary by the Planning and Development Department and was included in the review of the Area Plan for the site of the proposed Planned Development and the surrounding area. If a condition of approval of the Area Plan was to provide a Traffic Study for the site of the proposed Planned Development and the surrounding area as part of the Final Plan application, provide said Traffic Study.
- ☐ Provide a final plan layout designed by qualified land planner, registered professional architect, engineer or land surveyor, with their stamp, signature, and address, that shall contain a complete set of notations and descriptions that supply the City Staff with all relevant site information including but not limited to: Total site area; site coverages; owner/developer; zoning, proposed use, utilities provided, flood plain information; required calculations (parking, landscape, etc); and any additional information needed to demonstrate compliance with all applicable codes, requirements, and restrictions. Multiple drawings may be required for clarity.
- ☐ Provide a North Arrow and a scale on each page of the submittal. The scale shall be: One (1) inch equals 20 feet through One (1) inch equals 200 feet (no greater or less than specified). Indicate on the Plan.
- ☐ Provide a site location map that shows site in relation with the surrounding area.
- ☐ Show boundary dimensions, including; distances and bearings of the subject property, correlated with the legal description of said property.
- ☐ Indicate name and address of property owner and developer.
- ☐ Show natural features, such as trees, tree masses, streams, dry river beds, rivers, lakes, ponds, wetlands, floodplains and floodways, drains, topography (at least at Five (5) foot intervals, when terrain is irregular or drainage critical, contours will be at Two (2) foot intervals) and other similar features.

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- ☐ Show existing and proposed 100-yr. floodplain and floodway boundaries (where applicable) and include a note stating whether the site is within or outside the 100-yr. floodplain and reference the applicable FIRM map panel number and date. Where the floodplain is proposed to be altered, the application must contain approval from FEMA for the alteration.
- ☐ Delineate wetlands subject to United States Corp of Engineers (COE) regulations. Appropriate documentation of coordination with the COE shall be provided.
- ☐ Show existing manmade features, such as buildings, structures, easements, high tension towers, power lines, excavations, bridges, culverts and drains. Also indicate any easements on site that these items may be located within.
- ☐ Identify adjacent properties, their existing uses and zoning, within 100 yards.
- ☐ Indicate the location of proposed structures, including fences, signs, etc.
- ☐ Indicate the proposed finished floor and grade line elevations
- ☐ Indicate the size of proposed main and accessory buildings.
- ☐ All site coverages, building, paving, and green space, shall be shown as a percentage of the total area of the site and shall be listed on the plans.
- ☐ Indicate how storm water detention requirements will be addressed.
- ☐ Note and show setback requirements on the plan.
- ☐ Note and show bufferyards and method(s) of screening on the plan, where required.
- ☐ All HVAC and mechanical units on site shall be properly screened as required by City Code. Rooftop units shall be screened by a parapet wall that extends around the entire perimeter of the building; the parapet shall have a minimum height that is at least as tall as the tallest unit mounted on the roof; ground mounted HVAC and mechanical units shall be screened by fencing, vegetation, or some other means (approved by the Planning and Zoning Commission) that has a minimum height that is at least as tall as the tallest unit being screened.
- ☐ Identify any existing structures to remain on site and what their uses will be.
- ☐ Indicate the height of all buildings and structures.
- ☐ Provide colored building elevations of all four sides of the proposed building and indicate the types of building materials. If these are not part of the second submittal this item may not be placed on the agenda for the Planning and Zoning Meeting.
- ☐ Show proposed streets, driveways, sidewalks and other vehicular and pedestrian circulation features within and adjacent to the site, include dimensions of circulation features.
- ☐ Label parking spaces required, showing all supporting calculations. In addition, the site plan shall demonstrate, with appropriate labels and markings, that all parking spaces and loading zones, especially those designed for handicapped accessibility, are of sufficient width and depth (including all adjacent lane stripping and ramp access routes) to meet all zoning and ADA requirements.
- ☐ Label Loading/Unloading spaces, showing all supporting calculations. Show the location of service lanes and loading spaces, and provide dimensions.
- ☐ Identify existing utilities, public and private, such as water, sanitary sewer, storm sewer, electrical, gas, etc. and indicate location and size.
- ☐ Show proposed utilities, including location and size.
- ☐ Conceptual approval for utilities outside of City service shall be submitted.
- ☐ Identify existing and proposed fire hydrants within 300 feet of the property.

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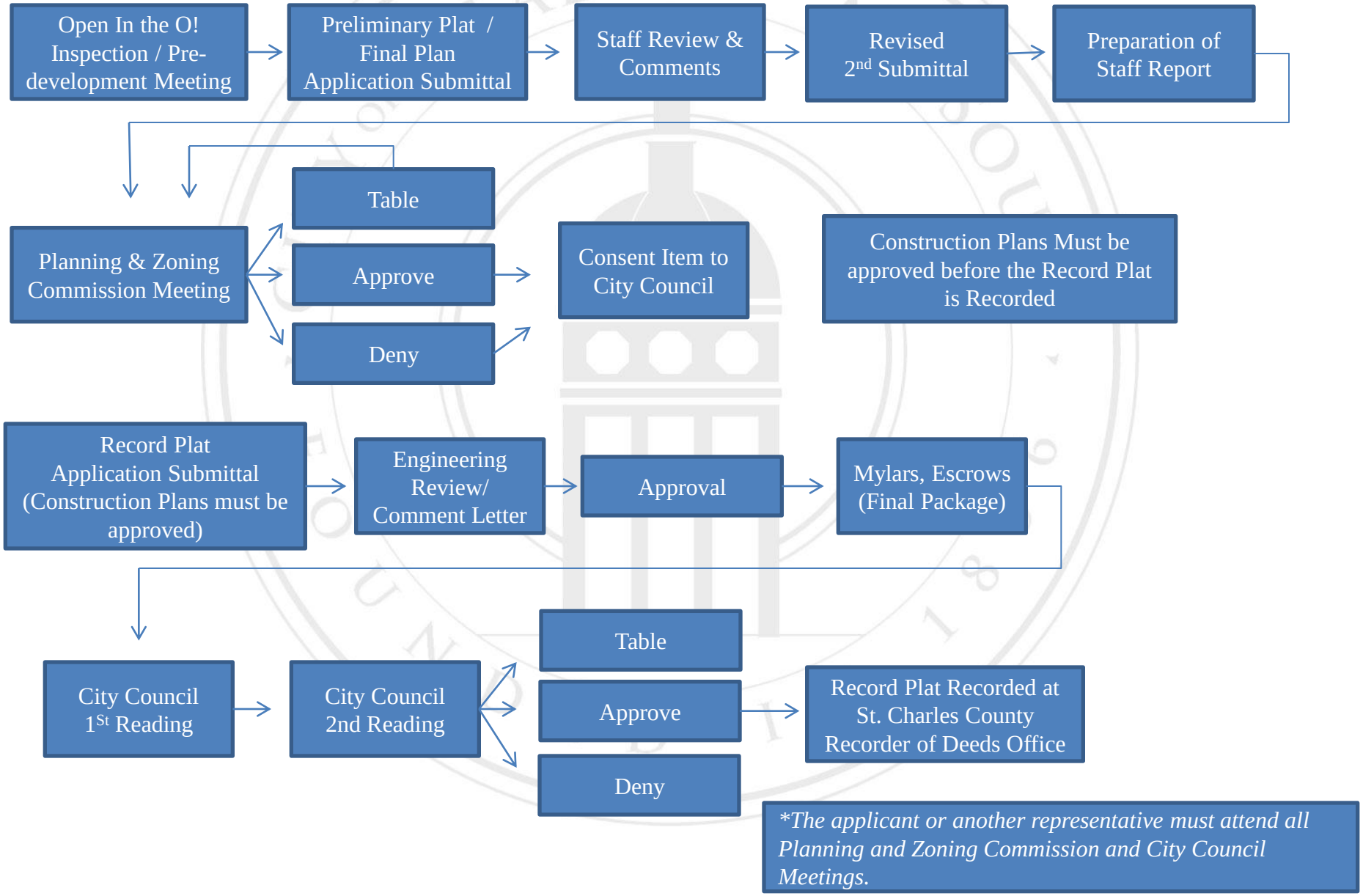
- ☐ Provide lighting details, including cut sheets, location, height of freestanding poles and method of screening light source to keep from overflow onto adjacent properties and right-of-ways.
- ☐ Chapter 402 of the *Zoning Code* provides the requirements for landscaping and screening on a developing site, using these requirements, construct a detailed landscape plan, with a full legend or key, that shows the location, number, and types, of plant materials required based on linear street frontage, zoning district, parking lot, and bufferyard landscape requirements. Supporting calculations demonstrating compliance with these requirements shall be included on the landscape plans.
- ☐ Article III of Chapter 402 of the *Municipal Code* provides the formula used to determine the number of trees that must be maintained on site to comply with the *Tree Preservation Requirements.* Using this formula, calculate the correct number of trees preserved or the number of replacement trees to be planted in order to meet the City standard, and show these calculations on the plans. In addition, provide a map showing the location of the trees to be removed and the trees to remain and include this with the landscape plan.
- ☐ Identify proposed alterations to the topography and natural features of the site.
- ☐ Indicate the location and type of trash pick-up proposed. Provide a detail of the proposed trash enclosure. The enclosure shall consist of a six-foot high solid wall with a sight proof vinyl gate consistent with the architectural theme of the primary structure on site.
- ☐ Provide one (1) bicycle parking space for every 15 automobile parking spaces, with a minimum of four (4) per building. Bicycle parking shall be located in close proximity to the building entrance in highly visible, well lighted areas. Bicycle parking facilities shall be securely anchored to the ground so that they cannot be easily removed and shall be of sufficient strength to resist vandalism and theft. A detail of the rack shall be provided with the plans.
- ☐ All signage shall be approved through the Planning Division via a separate permitting process.
- ☐ Details for all proposed improvements shall be submitted with the Final Plan.
- ☐ Demonstrate compliance with Article XIII of the *Zoning Code*, Performance Standards.
- ☐ Demonstrate conformance with the City's adopted *Comprehensive Plan*.
- ☐ A *Material and Color Sample Board* shall be presented by the applicant and/or their authorized or designated representatives(s) during the formal presentation of the *Final Plan* to the Planning and Zoning Commission. The *Material and Color Sample Board* should show all exterior materials, finishes, treatments, and colors (keyed to the *Colored Building Elevations*). For materials such as roof tile, decorative tile and trim, photographs or manufacturer's specification sheet of the material clearly showing the textures, colors, etc., may be presented in place of the actual material samples.
- ☐ Any other information deemed necessary by the Planning and Zoning Commission; or any additional information deemed necessary by the Director of Planning and Development to adequately illustrate the proposed development shall be provided.

Please Note:

- Outstanding Municipal Code Requirements and conditions of approval of the Final Plan shall be addressed on Construction Site Plans. In addition, the appropriate Fire District will need to review and approve the development, and the Building and Code Enforcement Division must review and approve the required Building Permits.
- Prior to construction on any residential lot in the subdivision, a Display House Plat must be reviewed and approved by The Planning and Zoning Commission or the Record Plat must be approved by the City Council.
- Any business occupying the site requires approval of a *Business License*.

Preliminary Plat / Final Plan Process