

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 **Fax:** (636) 240-5511

Final Plan Application – Planned Unit Developments (For an existing P.U.D. only)

Subject Property Information (Please Type or Print):

Property Location (Including Address, if applicable): _____

Name of Planned Unit Development: _____

Type of Planned Unit Development: (Check all that apply): (Residential ___)/(Commercial ___)/(Industrial ___)

Date the Area Plan and Planned Unit Development designation was approved by the City Council (or former Board of Aldermen): _____

Date that previous Final Plan(s), if applicable, were approved by the Planning and Zoning Commission: _____

Current Zoning Classification: _____

Contact Information (Please Type or Print):

Applicant:

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

E-mail: _____

Property Owner:

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

E-mail: _____

Contract Purchaser (if applicable):

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

E-mail: _____

Engineer:

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

E-mail: _____

CHECKLIST

For 1st submittal, fifteen (15) folded and collated sets of plans are required; for 2nd submittal, twenty-five (25) folded and collated sets of plans are required. Staff will conduct a comprehensive review of the applicant's submission and provide a listing of any items that will need to be corrected, modified, or amended in order to meet City of O'Fallon Standards. As part of 2nd submittal, written responses shall be provided for the listing of any items that will need to be corrected, modified, or amended in order to meet City of O'Fallon Standards. If the applicant fails to address all of the noted items on their 2nd submittal, the submission will not be brought before the Planning and Zoning Commission for consideration. 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.

The application shall be accompanied by the following information:

- An application fee of \$150.00, remitted in full. Fees to be paid regardless of *Final Plan* approval. All documentation submitted as part of this application shall be turned into Staff fully assembled in individual packets that are sorted, collated, and folded - or else the application materials will not be accepted.
- Provide a Legal Description of the site (both a printed copy and an electronic copy).
- Name and address of the property owner, the applicant, and/or the developer (if different from the applicant).
- Name of the proposed subdivision, which shall be original and not a duplicate of any previously recorded subdivision. Provide copy of letter from St. Charles County approving subdivision and/or street names.
- The subdivision 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 needed to demonstrate compliance with all applicable codes, requirements, and restrictions. Multiple drawings may be required for clarity.
- Boundary Dimensions, including bearings and distances and size of the subject property, correlated with the legal description of said property.
- 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.
- A site location map that shows site in relation to the surrounding area.
- The general plan layout of the entire *Planned Unit Development* showing proposed land uses, streets, parking areas, open space areas, and sidewalks with significant dimensions indicated where appropriate to clarify the plan.
- Proposed stages of development.
- Total gross area of the *Final Plan* in acres.
- Breakdown of total gross area by land use type such as townhouses, single family, retail shops, open space, church, school, etc.
- Boundary lines of school districts, fire districts, water districts and municipal limits shall be identified on the Plan where applicable.
- Identification, location and nature of all proposed zonings and uses to be included within the subdivision.

- All parcels of land to be dedicated or reserved for public use or for use in common by property owners in the subdivision shall be indicated, along with any conditions of such dedication or reservation.
- Note and show transition buffers and method(s) of screening on the plan, where required.
- Location of proposed structures, including fences, signs, etc.
- Lot layout, dimensions, setback requirements.
- Identify the exact *Zoning Code* regulations proposed to be modified and the corresponding requirements within the underlying *Zoning District*.
- 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 and floodway 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.
- The zoning status and existing land use of the *Planned Unit Development* and all adjacent properties (regardless of political subdivision) shall be identified on the Plan. If the project contains more than one *Planned Unit Development* designation, the *Zoning District* boundary lines shall be clearly indicated.
- Within 100 yards of the proposed subdivision, names of adjacent subdivisions, layout of streets (with names), rights of way widths and locations of alleys, easements and public walkways adjacent to or connecting with the tract.
- Label existing manmade features, such as buildings, structures, easements, high tension towers, power lines, excavations, bridges, culverts and drains.
- Label existing utilities, public and private, such as water, sanitary sewer, storm sewer, electrical, gas, etc. and indicate location and size.
- Identify and label any existing structures to remain on site.
- Show layout; width of right-of-way; surfacing; and names of all streets, sidewalks, or public ways proposed for the subdivision. In addition, show proposed streets, driveways, sidewalks and other vehicular and pedestrian circulation features adjacent to the site, include dimensions of circulation features.
- Indicated lots which are more susceptible to street movement. Typically, those lots at the end of tangent sections, lots across from “T” intersections, and lots on the outside of radii are susceptible to street movement regardless of whether they are uphill or downhill from these areas.
- Proposed layout of the public sanitary, storm and water systems that will serve the subdivision; as well as all other utilities, public and private, including location and size.
- Designation of utilities to serve proposed subdivision. The developer will ensure that the staging of the subdivision will include adequate provision for all utilities and streets for adjacent undeveloped properties.
- Indicate how storm water detention requirements will be addressed.
- Existing and proposed fire hydrants within 300 feet of the property.
- Provide colored building elevations of all four sides of the “typical” proposed building and indicate the types of building materials, and labeling the heights of both the existing and the proposed structures. If these are not part of the second submittal this item will not be placed on the agenda for the next Planning and Zoning Commission meeting.

- Lighting detail, 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.
- Natural features, such as trees, tree masses, streams, dry river beds, rivers, lakes, ponds, wetlands, floodplain 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.
- 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.
- Demonstrate compliance with Article XIII of the *Zoning Code*, Performance Standards.
- The substance of covenants, grants of easements or other restrictions proposed to be imposed upon the use of land, buildings and structures, including proposed easements or grants for public utilities.
- As a part of the submittal, a preliminary copy of the Trust Indentures / Covenants / Deed Restrictions must be provided, in accordance with Section 405.350 of the *Subdivision and Land Development Code*.
- Conformance with the City’s adopted *Comprehensive Plan*.
- Provide one (1) copy of all *Final Plan* sheets and *Colored Building Elevations* in 11” x 17” at the time of the initial Submittal (1st Submittal) and of the revised plans and *Colored Building Elevations* that address Staff Comments (2nd Submittal).
- 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.

RESIDENTIAL DATA SHALL INCLUDE:

- Estimated total residential units.
- Average square feet of residential land per each type of residential unit (lot average).
- Lot average including amenity area.
- Square footage of smallest 10 lots.
- Total parking by land-use type and parking ratio per dwelling unit.
- Note and show transition buffers and method (s) of screening on the plan where required.

COMMERCIAL AND INDUSTRIAL DATA SHALL INCLUDE:

- Estimated total building square footage by land use type.
- Percent building coverage by land-use type for business and industrial *Planned Unit Developments*.

- Break down of non-residential land by type of use.
- Total parking by land-use type and parking ratio per floor area.
- Note and show transition buffers and method (s) of screening on the plan, where required.

Please Note:

- The *Planned Unit Development Final Plan* is only for the creation of useable lots.
- 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 Safety 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. In addition, the Building Safety Division must review and approve the required *Building Permits*.
- Any business occupying the site requires approval of a *Business License*.

Applicant Signature

Date

Owner's Signature

Date

<u>For Internal Use Only</u>
Case Number: _____
Date of Submittal: _____
Fee(s) Paid to Date: _____