

# **City of O'Fallon Planning and Development Department**

100 North Main Street  
O'Fallon, Missouri 63366  
www.ofallon.mo.us  
(636) 379-5544



For additional information send inquiries to:  
**E-mail:** tcoffman@ofallon.mo.us or **Fax:** (636) 240-5511

## **Revised Area Plan Application – Planned Unit Developments (For the revision of an existing P.U.D. only)**

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### **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 that the original Area Plan and Planned Unit Development designation was approved by the City Council (or former Board of Aldermen): \_\_\_\_\_

Date that the 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: \_\_\_\_\_

**Application Fees: \$300.00 at the time of Submittal. The applicant will subsequently be billed for the cost of the Legal Notice advertising the required Public Hearings before the Planning and Zoning Commission and City Council, plus a \$0.62 mailing fee for the notification of each adjacent property owner within a 300’ radius of the subject site.**

**SIGN POSTING AND APPLICATION SUBMISSION REQUIREMENTS CHECKLIST**

Meeting dates, application fees, and application submittal deadlines for the Planning and Zoning Commission and City Council are posted on the City’s website (www.ofallon.mo.us), or can be obtained by calling the Planning and Development Department. For 1<sup>st</sup> submittal, fifteen (15) folded and collated sets of the *Revised Area Plan*, supporting information, and Building Elevations are required. For 2nd submittal, twenty-five (25) folded and collated sets of the *Revised Area Plan*, supporting information, and Building Elevations are required. The *Revised Area Plan* shall be on sheets no larger than 24” x 36” and be designed and stamped by a qualified land planner, registered professional architect, civil engineer, or land surveyor. In addition to the application fee of \$300.00, the applicant shall be responsible for the cost of the Legal Notices advertising the Public Hearings and a fee of \$0.62 per adjacent property owner whose property limits are within an area determined by lines drawn parallel to and within a distance of three-hundred (300) feet of the subject site. The *Revised Area Plan* application and Public Hearing sign posting requirements are as follows:

- **Sign Posting Requirements:** Upon filing an application requesting approval of a *Revised Area Plan* for the *Planned Unit Development*, the petitioner shall, within seven (7) days of the application filing deadline (12 Noon the following Friday), post a sign(s) upon the subject property advertising the Public Hearings before the Planning and Zoning Commission and City Council. It shall be the responsibility of the petitioner to make, buy, or rent the sign(s) and to post the same. Signs posted under the requirements of this Section are exempt from the *Signage Regulations* contained within Chapter 410 (*Signage Regulations*) of the *Municipal Code*. The required sign(s) shall be designed, placed, and removed in accordance with the following requirements:
  - a) **Sign Specifications:** The required sign(s) shall be a minimum of twenty-four (24) square feet in size. The sign(s) shall be constructed of medium density overlay (MDO) board, laminated plywood, or any other wood material that is completely covered or encased in a durable material. The sign(s) shall have a white background with black lettering in bold print. The sign heading shall read “Public Hearing Notice” in a minimum of six (6) inch lettering followed by the “requested action” in a minimum of four (4) inch lettering. The remainder of the lettering shall be a minimum of two (2) inches in height. To insure clarity and readability, all sign lettering shall be mechanically printed in a standard recognizable type face (hand lettering is prohibited). In addition to the “Public Hearing Notice” heading, the sign(s) shall contain the following information:
    - (1) The requested action (*Revised Area Plan* approval).
    - (2) Date, time, and location of the Public Hearings before the Planning and Zoning Commission and the City Council.
    - (3) Project name.
    - (4) Existing *Zoning* and *Planned Unit Development* designation.
    - (5) Acreage of the site.
    - (6) Ward number.
    - (7) Contact name and phone number of the applicant.
    - (8) The following statement: “For possible updated information regarding the date, time and location of the Public Hearings or for further details on the requested action, please contact the City of O’Fallon Planning and Development Department at 636-379-5544.”
  - b) **Required Number of Signs:** One (1) sign shall be placed along each street that abuts the subject site. However, the Director of Planning and Development shall have the discretion of waiving the requirements for sign placement along multiple street frontages if he/she determines that sign placement along the most heavily traveled street frontage(s) will suffice. If the subject site has more than three hundred (300) feet of frontage along any street, the Director of Planning and Development shall have the discretion of requiring the placement of additional signs. If the subject site does not abut a street, the sign(s) shall be placed on each side of any contiguous land owned by the petitioner or

owner(s) of the subject site which does abut a street. If no such contiguous property is owned by the applicant or owner(s) of the subject site, the sign(s) shall be placed in such location(s) as deemed appropriate by the Director of Planning and Development to best inform the general public of the Public Hearing(s). If the Director of Planning and Development determines that there is no location where a sign could be placed that would be visible to the general public, the Director shall have the discretion of waiving the sign posting requirements.

- c) **Sign Placement:** The required sign(s) shall be posted in a conspicuous location unobstructed to view from the street, and shall be placed no closer than ten (10) feet from any right-of-way line and/or property line and no further than fifteen (15) feet back from the right-of-way line and/or property line. The required sign(s) shall not be erected in the street right-of-way or in a manner that would obstruct the vision of motorists or pedestrians per the *Sight Triangle* requirements of Section 400.260(F) of the *Zoning Code*. Unless otherwise approved by the Director of Planning and Development, all signs shall be freestanding and the bottom edge shall be a minimum of four (4) feet from the ground.
  
- d) **Verification of Sign Posting:** The petitioner shall post the required sign(s) within seven (7) days of the application filing deadline (12 Noon the following Friday). Staff of the Planning and Development Department will verify that the required sign(s) have been posted in accordance with the requirements of this Article by this deadline. If the petitioner fails to post the required sign(s) per the requirements of this Article by this deadline, the application will not be placed on the originally requested agenda of the Planning and Zoning Commission, and a letter will be sent to the petitioner which outlines the reasons for the postponement of the requested action and which also provides a schedule of upcoming meetings and the corresponding sign posting deadlines.
  
- e) **Sign Removal:** The required sign(s) shall remain posted until final action is taken on the proposed *Revised Area Plan*. The applicant shall remove all signs within seven (7) days of final action.

**CHECKLIST**

For 1<sup>st</sup> submittal, fifteen (15) folded and collated sets of plans are required; for 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 *Area Plan* to both the Planning and Zoning Commission and City Council. 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:**

- 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 *Revised Area 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 *Revised Area Plan* sheets and *Colored Building Elevations* in 11” x 17” at the time of the initial Submittal (1<sup>st</sup> Submittal) and of the revised plans and *Colored Building Elevations* that address Staff Comments (2<sup>nd</sup> 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 Revised Area Plan* is only for the creation of useable lots.
- Prior to construction of the *Planned Unit Development*, a *Final Plan(s)* must be reviewed and approved by the Planning and Zoning Commission. Outstanding *Municipal Code Requirements* and conditions of approval of the *Revised Area Plan* shall be addressed on the *Final Plan(s)*. 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

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