

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

Preliminary Plat Application

Subject Property Information (Please Type or Print):

Property Location (Address, if applicable): _____

Name of Proposed Subdivision: _____

Type of Proposed Uses: (check all that apply): (Residential _____)/(Commercial _____)/(Industrial _____)

Has the Subject Property Been Annexed? _____ Yes _____ No If "Yes", Date of Annexation: _____

If "No", Provide the Date of the Pending Annexation Hearings: 1st Reading: _____ 2nd Reading: _____

Current Zoning (Including Political Jurisdiction): _____

Proposed Zoning (if applicable): _____

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: \$150.00 at the time of Submittal. The applicant will subsequently 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.

SIGN POSTING AND APPLICATION SUBMISSION REQUIREMENTS CHECKLIST

Meeting dates, application fees, and application submittal deadlines for the Planning and Zoning Commission are posted on the City's website (www.ofallon.mo.us), or can be obtained by calling the Planning and Development Department. For 1st submittal, fifteen (15) folded and collated sets of the *Preliminary Plat* and Building Elevations are required. For 2nd submittal, twenty-five (25) folded and collated sets of the *Preliminary Plat* and Building Elevations are required. The *Preliminary Plat* 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 \$150.00, the applicant shall be responsible for the cost of the Legal Notice advertising the Public Hearing before the Planning and Zoning Commission 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 *Preliminary Plat* application and Public Hearing sign posting requirements are as follows:

- **Sign Posting Requirements:** Upon filing an application requesting approval of a *Preliminary Plat*, 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 (NOTE: *Preliminary Plats* only require a Public Hearing before the Planning and Zoning Commission). 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 (*Preliminary Plat* approval).
 - (2) Date, time, and location of the Public Hearing before the Planning and Zoning Commission.
 - (3) Project name.
 - (4) Existing *Zoning* (including Political Jurisdiction).
 - (5) Proposed *Zoning* or *Rezoning* (if applicable).
 - (6) Acreage of the site.
 - (7) Ward number.
 - (8) Contact name and phone number of the applicant.
 - (9) The following statement: "For possible updated information regarding the date, time and location of the Public Hearing 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 *Preliminary Plat*. The applicant shall remove all signs within seven (7) days of final action.

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. For proposed residential *Preliminary Plats*, 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 *Preliminary Plat* 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:

- Provide a Legal Description of the site (both a printed copy and an electronic copy).
- The *Preliminary Plat* 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, floodplain and floodway 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.

- 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.
- 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).
- A site location map that shows site in relation with the surrounding area.
- Name and address of the property owner, the applicant, and developer (if different from the applicant).
- Natural features, such as trees, tree masses, streams, dry river beds, rivers, lakes, ponds, wetlands, floodplains and floodways, drains, topography (at least at five foot intervals, when terrain is irregular or drainage critical, contours will be at two foot intervals) and other similar features.
- 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.
- 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.
- 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.
- Location and size of all existing sanitary sewer, storm sewer and water supply facilities.
- 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.
- Layout and width of right-of-way, surfacing and names of all streets, sidewalks, or public ways proposed for the subdivision.
- Lot layout, dimensions, setback requirements.
- 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 on the *Preliminary Plat*, along with any conditions of such dedication or reservation.
- Identification, location and nature of all proposed zoning and uses to be included within the subdivision.
- 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.
- Current *Zoning* status of property included in the *Preliminary Plat* and of all adjacent properties, regardless of political subdivisions of all such properties.
- Location of proposed structures, including fences, signs, etc.
- Indicate how storm water detention requirements will be addressed.

- Preliminary Plats* for industrial subdivision shall be required to have covenants attached. These covenants shall include, but not be limited to, delineating who will be responsible for the site improvements: developers and or/prospective owners.
- 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*.
- Note and show transition buffers and method(s) of screening on the plan, where required.
- Identify any existing structures to remain on site and what their uses will be.
- Height of all buildings and structures.
- Proposed residential *Preliminary Plats* shall include *Colored Building Elevations* of all the typical, representative housing styles within the proposed development that resemble as closely as possible how they will appear upon completion.
- Proposed streets, driveways, sidewalks and other vehicular and pedestrian circulation features within and adjacent to the site, include dimensions of circulation features.
- Existing utilities, public and private, such as water, sanitary sewer, storm sewer, electrical, gas, etc. and indicate location and size.
- Proposed layout of the public sanitary, storm and water systems that will serve the subdivision.
- Proposed utilities, including location and size.
- Existing and proposed fire hydrants within 300 feet of the property.
- 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.
- 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.
- Show topographical information on the plans; identifying proposed alterations to the topography and natural features of the site.
- Demonstrate compliance with Article XIII of the *Zoning Code*, Performance Standards.
- Conformance with the City's adopted *Comprehensive Plan*.
- Provide one (1) copy of all *Preliminary Plat* sheets in 11" x 17" at the time of the initial Submittal (1st Submittal) and of the revised plans 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.

Please Note:

- The *Preliminary Plat* is only for the creation of useable lots.
- Prior to construction on any non- residential lot in the subdivision, a *Site Plan* must be reviewed and approved by the Planning and Zoning Commission. 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*.
- Outstanding *Municipal Code Requirements* and conditions of approval of the *Preliminary Plat* shall be addressed on *Construction Site Plans*.
- 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: _____