

Procedures for the Review of a *Site Plan*

Step 1 – *Site Plan* Application and Fee Submitted to the Planning and Development Department

Completed *Site Plan* Application and required \$150.00 Fee submitted to the Planning and Development Department by the Application Filing Deadline for the requested meeting of the Planning and Zoning Commission.

Fifteen (15) copies of folded and collated sets of the 1st Submittal of the *Site Plan* (included Colored Building Elevations) submitted to the Planning and Development Department for 1st Review.

Step 2 – 1st Review of the *Site Plan* By Staff of the Community Development Department

Staff of the Community Development Department will conduct a comprehensive review of the 1st Submittal of the *Site Plan* (included Colored Building Elevations).

Staff of the Planning and Development Department will provide the applicant with a listing of any items that will need to be corrected, modified, or amended on the 2nd Submittal in order to meet City of O'Fallon requirements.

Step 3 – Review of the 2nd Submittal of the *Site Plan* By Staff of the Community Development Department and Preparation of a Staff Report

Twenty-five (25) copies of folded and collated sets of the 2nd Submittal of the *Site Plan* (included Colored Building Elevations) submitted to the Planning and Development Department by the 2nd Submittal Filing Deadline. Staff of the Community Development Department will conduct a comprehensive review of the 2nd Submittal of the *Site Plan* (included Colored Building Elevations). If the applicant fails to sufficiently address the items needed to meet the City of O'Fallon requirements, the submission will not be brought before the Planning and Zoning Commission for consideration at the scheduled meeting.

The Planning and Development Department will prepare a *Staff Report* containing an analysis of the *Site Plan*. A copy of the *Site Plan* and the *Staff Report* will be distributed to each of the members of the Planning and Zoning Commission. A copy of the *Staff Report* will be provided to the applicant. The *Staff Report* will also be available for public review in the City's Community Development Department.

Step 4 – Review of the *Site Plan* By the Planning and Zoning Commission

The Planning and Zoning Commission will review the *Site Plan* during the scheduled meeting. The applicant and/or their authorized or designated representative(s) must attend the meeting and make a formal presentation of the *Site Plan* to the Planning and Zoning Commission. *Material and Color Samples* of the proposed building(s) shall be presented during the formal presentation of the *Site Plan*. The *Material and Color Samples* 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 Planning and Zoning Commission shall review the *Site Plan* and conduct a formal vote on the *Site Plan* to either: 1) Table the *Site Plan* due to lack of sufficient information and/or the need for additional items to be addressed, 2) Approve the *Site Plan*, 3) Approve the *Site Plan* with Conditions, or 4) Deny the *Site Plan*.

NOTE: Because *Site Plans* do not require a Public Hearing, comments from either proponents or opponents of the proposed *Site Plan* must be made during the *Citizen Comments* section of the Planning and Zoning Commission meeting.

NOTE: Approval/Denial of a *Site Plan* is an administrative function of the Planning and Zoning Commission. Therefore, *Site Plans* are not reviewed by the City Council.