

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

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For additional information send inquiries to:

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## **Area Plan Application Checklist - Planned Unit Developments**

### **APPLICATION SUBMITTAL INFORMATION**

- All items shall be submitted online through the O'Fallon Permitting, Licensing and Enforcement portal (OPLE). Electronic submittals shall be Adobe PDF with the measuring functionality enabled for review purposes. Provide a legal description of the site electronically (Word version) 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 Area 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 Area Plan as an Adobe PDF electronically via OPLE.
- As part of the revised 2<sup>nd</sup> submittal, written 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 2<sup>nd</sup> submittal, the submission may not be brought before the Planning and Zoning Commission for consideration.

**This Area Plan Application and Checklist outlines the items typically addressed with an initial submittal of an Area Plan. This checklist is a guide to the generally required information on an Area 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.**

- If the underlying zoning district is proposed to be rezoned/zoned, provide a completed and signed rezoning application per the requirements of Article **XVI** of the Zoning Code.
- 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 Unit Development.
- Provide a letter from St. Charles County approving the name of the proposed Planned Unit Development and all proposed street names.
- 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 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 Unit Development in acres. Provide a breakdown of the total gross area by proposed land use types. Proposed Planned Unit 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 Unit Development. 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 walkouts.
- Provide a traffic study if deemed necessary by the Planning and Development Department.
- An area 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 twenty (20) feet through one (1) inch equals two hundred (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.
- Provide boundary dimensions, including, distances and bearings of the subject property, correlated with the legal description of said property.
- Indicate the 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.
- Show existing and proposed 100-year floodplain and floodway boundaries (where applicable) and include a note stating whether the site is within or outside the 100-year, 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 potential wetlands subject to United States Corp of Engineers (COE) regulations.
- 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 one hundred (100) yards.

- Identify the location of proposed structures, including fences, signs, etc.
- Indicate the proposed finished floor and grade line elevations for multi-family developments.
- Identify the size of proposed main and accessory buildings.
- All site coverage, 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 buffer yards and method(s) of screening on the plan, where required.
- For multi-family units, 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 (4) 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.
- 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.
- Show existing utilities, public and private, such as water, sanitary sewer, storm sewer, electrical, gas, etc., and indicate location and size.
- Identify proposed utilities, including location and size.
- Conceptual approval for utilities outside of City service shall be submitted.
- Show existing and proposed fire hydrants within three hundred (300) feet of the property.
- 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 rights-of-way for multi-family developments.

- 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 buffer yard 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.
- Proposed alterations to the topography and natural features of the site.
- Indicate the locations and type of trash pick-up proposed. Provide a detail of the proposed trash enclosure. The enclosure shall consist of a 6-foot high solid wall with a sight proof vinyl gate consistent with the architectural theme of the primary structure on site for multi-family developments.
- Provide one (1) bicycle parking space for every fifteen (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 for multi-family developments.
- All signage shall be approved through the Planning and Development Department 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 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:**

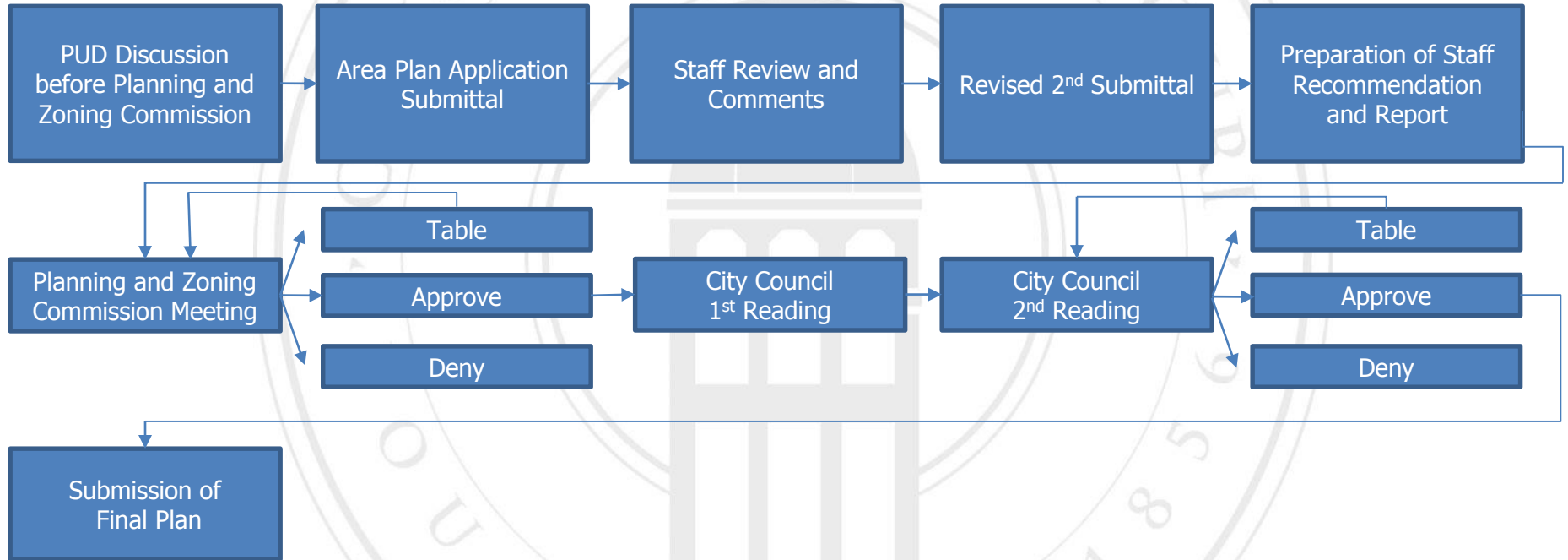
- Prior to approval of the *Planned Unite Development*, a *Final Plan (s)* must be reviewed and approved by City Staff. Outstanding *Municipal Code Requirements* and conditions of approval of the *Revised*

*Area Plan* shall be addressed on *Final Plans (s)*. In addition, the appropriate Fire District will need to review and approve the development.

- 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 and Code Enforcement Division must review and approve the required Building Permits.
- Any business occupying the site requires approval of a *Business License*.



# Area Plan Review Process



*The applicant or another representative must attend the Planning and Zoning Commission and City Council Meetings.*