

City of O'Fallon Planning and Development Department

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For additional information send inquiries to:

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Site Plan Application Checklist

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.
- The applicant will be billed for the application fee of \$150.00. The fee shall to be paid regardless of Site Plan approval.
- 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 Site Plans as an Adobe PDF electronically.
- As part of the revised 2nd submittal, 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 2nd submittal, the submission may not be brought before the Planning and Zoning Commission.

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

- Provide a *Site Plan* 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 20 feet through One (1) inch equals 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.
- Provide 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-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.
- 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 100 yards.
- Show the location of proposed structures, including fences, signs, etc.
- Show the proposed finished floor and grade line elevations
- Identify the size of proposed main and accessory buildings.
- All site coverages, 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 bufferyards and method(s) of screening on the plan, where required.
- 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.
- Identify the height of all buildings and structures.
- Provide colored building elevations of all four 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.
- Identify 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.
- Identify all existing and proposed utilities, public and private, such as water, sanitary sewer, storm sewer, electrical, gas, etc. and indicate location and size. Conceptual approval for utilities outside of City service shall be submitted.
- Identify existing and proposed fire hydrants within 300 feet of the property.
- Provide 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.

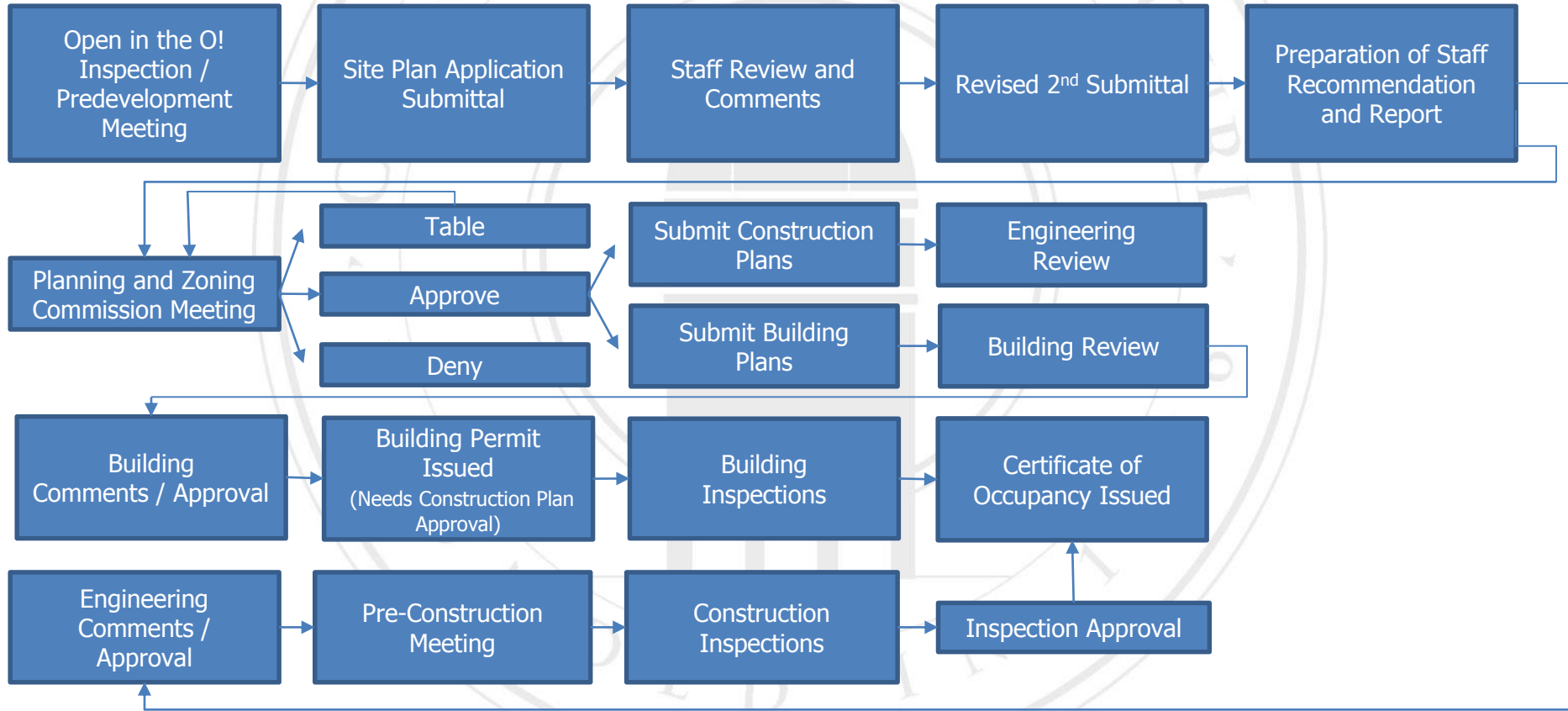
- ❑ Chapter 402 of the *Zoning Code* provides the requirements for landscaping and screening on a developing site, using these requirements, construct a detailed landscape plan, with a full legend or key, that shows the location, number, and types, of plant materials required based on linear street frontage, 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.
- ❑ Identify proposed alterations to the topography and natural features of the site.
- ❑ Identify the location and type of trash pick-up proposed. Provide a detail of the proposed trash enclosure. The enclosure shall consist of a six-foot high solid wall with a sight proof vinyl gate consistent with the architectural theme of the primary structure on site.
- ❑ Provide one (1) bicycle parking space for every 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.
- ❑ All signage shall be approved through Planning and Development via a separate permitting process.
- ❑ Details for all proposed improvements shall be submitted with the Site Plan.
- ❑ Provide a Traffic Study if deemed necessary by the Planning and Development Department.
- ❑ 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 of the *Site 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.
- ❑ 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 a *Building Permit*, a *Construction Site Plan* must be reviewed and approved by City Staff. Outstanding *Municipal Code Requirements* and conditions of approval of the *Site Plan* shall be addressed on *Construction Site Plans*. In addition, the appropriate Fire District will need to review and approve the development.
- Any business occupying the site requires approval of a *Business License*.



Site Plan Review Process



The applicant or another representative must attend the Planning and Zoning Commission Meeting.