

CITY OF WARRENTON, MISSOURI
APPLICATION FOR SITE PLAN APPROVAL SECTION 405.390

Date: _____

Project # SP-_____

APPLICANT INFORMATION

OWNER INFORMATION

Please Print

Name: _____

Address: _____

Phone _____

SITE INFORMATION

Address: _____

Proposed Use: _____

Project Name: _____

Prior Use: _____

Current Zoning: _____

REQUIRED DOCUMENTATION

This application is required by City Zoning Regulation Section 405.390 SITE PLAN APPROVAL and is not considered accepted until a "site plan" and all required documentation is submitted and required fees paid.

The "Site Plan" *check list* is provided to serve as a guide in generating a Site Plan.

Applicant Signature *

Date

Print Applicant Name

*** Person with financial, contractual, or proprietary interest**

.....
CITY STAFF USE ONLY

APPLICATION ACCEPTED: by _____

Date: _____

SITE PLAN APPROVAL PROCESS - 405.390

This information is to be used as a guide and is not intended to amend or supersede any corresponding City, State, or Federal Ordinances/Laws. Additional information may be required by the City to properly process the applicant's request.

Required for Conditional Use Permit, and all proposed developments, improvements and "Change of Use" in all zones.

Application may be filed by any person with a financial, contractual or proprietary interest in the property to be developed according to the submitted plan.

Applications received by the first day of month will appear on Planning & Zoning meeting agenda for the following month in order to meet the public hearing requirements. **Site plans** approved at P&Z meetings may appear on the Board of Aldermen meeting on the third Tuesday of the same month if all required revisions/documentation is received by the deadline for that meeting. *The City reserves the right to table any application due to need for additional research time. Failure to provide all documentation could cause application to be deemed by City staff as "not received".*

The following steps are required in the approval process:

- 1. Applicant submission of completed application and required documentation and fees**
Filing fee \$125
Publication Deposit \$300 (balance refunded or collected when process completed)
Engineering Deposit \$500.00 (balance refunded or collected when process completed)
Storm Water Plan review fee, \$300 + \$50 per acre or fraction thereof. (If applicable)
Three original full size (11"X 17" minimum) drawings required with application.
Names and addresses of legal owners of adjacent properties within 300 feet of proposed site required with application—"public hearing" notifications completed by City.
- 2. Application processing**
Site plan submitted to City Engineering firm for review.
Applicant will be notified of additional requirements with a copy of engineer's findings.
Applicant must provide 25 copies of drawings (11"X 17" required) reflecting any required revisions along with any additional documentation required.
- 3. Planning & Zoning Commission Meeting-1st Thursday of month**
7:00 p.m. at City Hall chambers
It is strongly recommended that applicant or representative be present at meeting.
- 4. Planning & Zoning results**
Applicant will receive formal written notice of P&Z outcome
Any revisions or additional information required must be received by the specified deadline in order for the application to be included on the Board of Aldermen agenda.
Applicant must provide 10 copies of drawings (11"X 17" required) reflecting any required revisions by the specified deadline for the Board of Aldermen meeting.
- 5. Board of Aldermen Meeting -3rd Tuesday of Month**
7:30 p.m. at City Hall chambers
It is strongly recommended that applicant or representative be present at meeting.
If approved, ordinance may appear on the agenda for approval at the same meeting

SITE PLAN CHECKLIST 405.390

Project Name: _____ **Project No.:** _____

Applicants Name: _____

Filing fees: \$125 Publication Deposit: \$300 Engineering Deposit: \$500

Storm Water management Plan review fee \$300 + \$50 per acre of site area: \$_____

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The following may be required on the site plan, where applicable:

- | | Needed | Rec'd | |
|-----|--------|-------|---|
| 1. | _____ | _____ | Legal Description and survey of proposed site. |
| 2. | _____ | _____ | Location of site____, Proposed use____, Present Zoning_____. |
| 3. | _____ | _____ | Location and size of buildings/improvements on the site. |
| 4. | _____ | _____ | Height, No. of stories, and form (Architectural elevations) of proposed structures. |
| 5. | _____ | _____ | Dimensions and area of lot/site. |
| 6. | _____ | _____ | Ratio of floor area to site area. |
| 7. | _____ | _____ | Location, description, and periods of illumination of all exterior lighting, including signage. |
| 8. | _____ | _____ | Location of existing trees (over 6" caliper for deciduous, 6' height for evergreens). Indicate which trees will be removed and which will remain. |
| 9. | _____ | _____ | Landscape Plan including improvements such as; walls, fences, and walkways. |
| 10. | _____ | _____ | Location and general design and width of; driveways, curb cuts, and sidewalks. |
| 11. | _____ | _____ | Existing and proposed site grades at a minimum of two (2) feet contour intervals. |
| 12. | _____ | _____ | Analysis of potential erosion and storm water runoff. Storm Water Management plan. |
| 13. | _____ | _____ | Location, area, and number of proposed parking spaces. |
| 14. | _____ | _____ | General use and development of the site, including; open spaces, plazas, landscaping, and buffering from adjacent activities or uses. |
| 15. | _____ | _____ | Existing and proposed on-site utilities including; storm water collection and detention, gas, electricity, and telephone lines or substations. |

Site plan checklist-continued

16. _____ Location and identification of any other proposed facilities or site improvements.
17. _____ List of names and addresses of adjacent property owners within 300 feet of property in question.
18. _____ Location and size of proposed signage with a color rendering of sign content.
19. _____ Documentation reflecting contact with *Warrenton Fire Protection District
Contact: Chris Thiemann/Fire Marshall 606 Fairgrounds Rd.
 Office # 636-456-8935 Warrenton, MO 63383
 Email cthiemann@warrenton-fire.org

