



City of Warrenton
200 West Booneslick
Warrenton, MO 63383
Phone: 636-456-3535 Fax: 636-456-1336
www.warrenton-mo.org

Application for Site Plan Approval

Section 405.390

Date: _____

Project# : SP _____

Applicant Information

Owner Information

Name _____

Address _____

Phone _____

Email: _____

Owner Signature: _____

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 Checklist 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

FOR CITY 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)

In-house Plan Review fee (0 to 3 acres = \$450, Above 3 acres = \$900)

If plans are not reviewed In-house, a \$500 Engineering Deposit is required (balance refunded or collected when process completed)

Storm Water Management Plan Filing fee, \$300 + \$50 per acre or fraction thereof. (If applicable)

Storm Water Management Plan Review fee (0 to 20 acres = \$450, 21 to 100 acres = \$1000, 100+ acres = \$2000) (If applicable)

Three original full size (11"X 17" minimum size) 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 will be completed by City.

2. Application processing

Site plan submitted to City &/or Engineering firm for review.

Applicant will be notified of additional requirements with a copy of plan review findings.

Applicant must provide 3 copies of drawings (11"X 17" minimum size) 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 is 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 3 copies of drawings (11"X 17" minimum size) reflecting any required revisions by the specified deadline for the Board of Aldermen meeting.

5. Board of Aldermen Meeting -3rd Tuesday of Month

7:00 p.m. at City Hall chambers, it is strongly recommended that applicant or representative is present at meeting. If approved, ordinance may appear on the agenda for approval at the same meeting

Site Plan Checklist

Project Name: _____

Project #: SP _____

Applicant's Name: _____

Fees:

Filing Fees: \$ 125 _____

Publication Deposit: \$ 300 _____

In-house Plan Review Fee: \$ _____

0 to 3 Acres:	\$450
3+ Acres	\$900

If plans are not reviewed In-house, a \$500 Engineering Deposit is required.

Storm Water Management Plan Filing Fee: \$ _____

\$300 + \$50 per acre of site area

Storm Water Management Plan Review Fee: \$ _____

0 to 20 Acres:	\$450
21 to 100 Acres:	\$1,000
100+ Acres:	\$2,000

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

Needed Received

<input type="checkbox"/>	<input type="checkbox"/>	Legal description and survey of proposed site
<input type="checkbox"/>	<input type="checkbox"/>	Location of site: _____, Proposed Use: _____, Present Zoning: _____,
<input type="checkbox"/>	<input type="checkbox"/>	Location and size of building/improvements on the site
<input type="checkbox"/>	<input type="checkbox"/>	Height, Number of stories, and form (architectural elevations) of proposed structures
<input type="checkbox"/>	<input type="checkbox"/>	Dimensions and area of lot/site
<input type="checkbox"/>	<input type="checkbox"/>	Ratio of floor area to site area
<input type="checkbox"/>	<input type="checkbox"/>	Location, description, and periods of illumination of all exterior lighting, including signage
<input type="checkbox"/>	<input type="checkbox"/>	Location of existing trees (over 6ø caliper for deciduous, 6øheight for evergreens) Indicate which trees will be removed and which will remain
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan including improvements such as: walls, fences, walkways
<input type="checkbox"/>	<input type="checkbox"/>	Location and general design and width of: driveways, curb cuts, and sidewalks
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed site grades at a minimum of two (2) feet contour intervals
<input type="checkbox"/>	<input type="checkbox"/>	Analysis of potential erosion and storm water runoff. Storm Water Management Plan
<input type="checkbox"/>	<input type="checkbox"/>	Location, area, and number of existing/proposed parking spaces
<input type="checkbox"/>	<input type="checkbox"/>	General use and development of the site, including: open spaces, plazas, landscaping, and buffering from adjacent activities or uses
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed on-site utilities including: storm water collection and detention, gas, electricity, telephone lines or substations
<input type="checkbox"/>	<input type="checkbox"/>	Location and identification of any other proposed facilities or site improvements
<input type="checkbox"/>	<input type="checkbox"/>	List of names and addresses of adjacent property owners within 300 feet of property in question
<input type="checkbox"/>	<input type="checkbox"/>	Location and size of proposed signage with a color rendering of sign content
<input type="checkbox"/>	<input type="checkbox"/>	Documentation reflecting contact with Warrenton Fire Protection District Contact: Mike Owenby, Fire Chief Office: 636-456-8935 Email: wfpd1400@warrentonfire.org 606 Fairgrounds Road Warrenton, MO 63383