



City of Warrenton

200 West Booneslick

Warrenton, MO 63383

Phone: 636-456-3535 Fax: 636-456-1336

www.warrenton-mo.org

Application for Conditional Use Permit / Planned Unit Development

Preliminary or Final - (Section 405.340 and 405.285)

Date: _____

Project #: PUD- _____

Applicant Information

Conditional Use Information

Name: _____

Project Name: _____

Address: _____

Location: _____

Phone: _____

Proposed Conditional Use: _____

Email: _____

Phone: _____

Planned Unit Development Location Information:

Address: _____ Project Name: _____

Current Zoning: _____ Preliminary Plat: _____ OR Final Plat: _____

Required Documentation:

This application is required by City Zoning Regulation Section 405 "Conditional Use Permit Approval" and is not considered accepted until a "preliminary plat and/or final plat and all required documentation is submitted and required fees paid.

This application for a conditional Use Permit / Planned Unit Development is required by City Zoning Regulation Section 405.340 "Conditional Use Permit" and shall be submitted with the following documents:

Needed Received

<input type="checkbox"/>	<input type="checkbox"/>	Legal description of property. Three (3) or more acres required
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary site plans showing uses and structures
<input type="checkbox"/>	<input type="checkbox"/>	Ingress and egress of the site including adjacent streets
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary plan for provision of sanitation and drainage facilities
<input type="checkbox"/>	<input type="checkbox"/>	List of names and addresses of legal owners of adjacent properties within 300 feet of proposed site
<input type="checkbox"/>	<input type="checkbox"/>	Other information as the Commission may request

Owner/Applicant Signature

Date

FOR CITY USE ONLY

Application Accepted by: _____

Date: _____

Assigned Meeting Date by: _____

Date: _____

PRELIMINARY and or FINAL PLAT
PLANNED UNIT DEVELOPMENT APPROVAL PROCESS – 405.285

PLANNED UNIT DEVELOPMENTS Chapter 405.285

Preliminary and/or Final Plat(s)

Submit for review, with completed application and required documentation

Approval process of preliminary and final plat by City Staff or independent engineer review, Planning and Zoning recommendation, and Board of Aldermen approval. Final Plat requires ordinance passage.

Application shall be filed/submitted by Owner.

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. *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

Preliminary Plat & Final Plat Filing fee \$125

Preliminary Plat, In-house Plan Review fee (0 to 20 acres = \$450, 21 to 100 acres = \$1,000, above 100 acres = \$2,000)

Final Plat, In-House Plan Review fee (1 to 5 lots = \$400, 6 to 20 lots = \$500, above 20 lots = \$800)

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

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

Storm Water Manage Plan Review fee (0 to 20 acres = \$450, 21 to 100 acres = \$1000, 100+ acres = \$2000) Publication Deposit \$300 (balance refunded or collected when process completed)

Three original full size (11”X 17” minimum size) drawings required with application and in digital format (CAD.dxf/dwg) in State plans coordinates. If revisions are made prior to final approval, applicant must provide revised &/or updated CAD drawings that match approved plans.

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

Preliminary and/or Final Plat is submitted to City or Engineering firm for review. Applicant will be notified of additional requirements with a copy of City’s or engineer’s 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 necessary that the applicant or their 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 Alderman 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 Alderman meeting.

5. Board of Alderman Meeting – 3rd Tuesday of the Month

7:30 p.m. at City Hall Chambers

It is necessary that applicant or their representative is present at meeting

PUD Preliminary Plat Checklist

Project Name: _____ Project No.: PUD# _____

Applicant's Name: _____

Applicant's Email: _____

Preliminary Plat Filing Fee: \$125

Engineering Deposit (if applicable) \$500

Preliminary Plat, In-house Review Fee: \$ _____

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

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 preliminary subdivision plat, where applicable:

Needed Received

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Scale (not less than 100 feet = 1 inch): _____, North Point: _____, Date: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed name of subdivision |
| <input type="checkbox"/> | <input type="checkbox"/> | Name and address of the owner of the record, the subdivider. |
| <input type="checkbox"/> | <input type="checkbox"/> | Length of boundaries of the tract (to the nearest foot), proposed location and width of streets: _____, alleys: _____, easements: _____, and setback lines: _____, and lot dimensions: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Key map showing the location of the proposed subdivision |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, size, and type of sanitary and storm sewers, water mains, culverts, power and natural gas lines and other surface and subsurface structures and pipe lines existing within or adjacent to the proposed subdivision and the location, layout, type, and proposed size of the following structures and utilities:
<input type="checkbox"/> Water Mains <input type="checkbox"/> Sanitary sewer mains, sub-mains, and laterals.
<input type="checkbox"/> Storm Sewers, culverts, and drainage structures. Part of Storm Water Plan
<input type="checkbox"/> Street improvements |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all drainage channels and sub-surface drainage structures and proposed method of disposing all run-off from the proposed subdivision, and the location and size of all drainage easements relating thereto, whether located within or outside of the proposed plat (Storm Water Management Plan) |
| <input type="checkbox"/> | <input type="checkbox"/> | Outline of any property proposed for dedication to public use as park or open space with boundaries measured to the nearest foot and marked "Public" |

<input type="checkbox"/>	<input type="checkbox"/>	Appraisal of subject or similar property at time of subdivision \$_____per acre. And proposed cash payment in lieu of park or open space dedication \$_____.
<input type="checkbox"/>	<input type="checkbox"/>	Classification of every street within or adjacent to the subdivision in accordance with the intended use of the street based on the proposed design. This shall be done by placing the appropriate term, directly on each street.
<input type="checkbox"/>	<input type="checkbox"/>	_____,Sidewalks _____ Green Space _____,Street Lights _____ Manholes _____, Fire Hydrants
<input type="checkbox"/>	<input type="checkbox"/>	Bond of Escrow required. Bond of Escrow amount: \$_____
<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"/>	Approval letter from Missouri Department of Transportation for entrances/exits
<input type="checkbox"/>	<input type="checkbox"/>	Approval letter from Warren County Fire Protection District for entrances/exits/radius/turn-around for fire-equipment

Reviewed:

Zoning Officer: _____ Date: _____

Comments:

Building Commissioner: _____ Date: _____

Comments:

Public Works Director: _____ Date: _____

Comments:

This list 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 plat.

PUD Final Plat Checklist

Project Name: _____ Project No.: PUD#

Applicant's Name: _____

Final Plat Filing Fee: \$125 Engineering Deposit (if applicable) \$500

Final Plat, In-house Review Fee: \$ _____

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

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 final subdivision plat, where applicable:

Needed	Received	
<input type="checkbox"/>	<input type="checkbox"/>	Preparation by a registered professional Engineer licensed in the State of Missouri with stamped/sealed drawings
<input type="checkbox"/>	<input type="checkbox"/>	Scale (not less than 100 feet = 1 inch)
<input type="checkbox"/>	<input type="checkbox"/>	Location and description of all section corners and permanent survey monuments in or near the tract, to at least one (1) of which the subdivision shall be referenced.
<input type="checkbox"/>	<input type="checkbox"/>	Length of all required lines dimensioned in feet and decimals thereof, and the value of all required true bearings and angles dimensioned in degrees and minutes, as hereafter specified
<input type="checkbox"/>	<input type="checkbox"/>	Boundary lines of the land being subdivided fully dimensioned by lengths and bearings, and the location of boundary lines of adjoining lands, with adjacent subdivisions identified by official names
<input type="checkbox"/>	<input type="checkbox"/>	Lines of all proposed streets fully dimensioned by lengths and bearings or angles
<input type="checkbox"/>	<input type="checkbox"/>	Lines of all proposed alleys. Where the length and/or direction of an alley is not readily discernible from data given for lot and block lines, the length and/or bearing shall be given
<input type="checkbox"/>	<input type="checkbox"/>	The width, and names where appropriate, of all proposed streets and alleys, and of all adjacent streets, alleys, and easements which shall be properly located.
<input type="checkbox"/>	<input type="checkbox"/>	The lines of all proposed lots fully dimensioned by lengths and bearings or angles, except that where a lot line meets a street line at right angles, the angle or bearing value may be omitted.
<input type="checkbox"/>	<input type="checkbox"/>	The outline of any property which is offered for dedication to public use fully dimensioned by lengths and bearings, with the area marked "Public".
<input type="checkbox"/>	<input type="checkbox"/>	The blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block, with areas to be excluded from platting marked "Reserved" or "Not a Part"
<input type="checkbox"/>	<input type="checkbox"/>	The location of all building lines, setback lines, and easements for public services or utilities with dimensions showing their locations. All utilities shall be underground.
<input type="checkbox"/>	<input type="checkbox"/>	The radii, arcs, point of tangency, points of intersection, and central angle for curvilinear streets and radii for all property returns.

<input type="checkbox"/>	<input type="checkbox"/>	The proper acknowledgements of owners and the consent by the mortgagee to plat restrictions
<input type="checkbox"/>	<input type="checkbox"/>	Location and description of the subdivision referenced to block, section, range, Township, and U.S. Survey

After approval of the preliminary plat and prior to the City approval of the final/record plat, improvement/construction plans prepared by an engineer for the subdivision of all, or a specified stage, of the tract shall be submitted to the City. Prior to both recording the final/record plat and sale of any lot in the plat, the City must review and approve the improvement/construction plans; after such approval, the City shall issue an appropriate letter certifying approval of the improvement/construction plan.

Reviewed:

Zoning Officer: _____ Date: _____

Comments:

Building Commissioner: _____ Date: _____

Comments:

Public Works Director: _____ Date: _____

Comments:

This list 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 plat.