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

Name: _____
Address: _____
_____
Phone: _____
Email: _____

Conditional Use Information

Project Name: _____
Location: _____
Proposed Conditional Use: _____
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	
☐	☐	Legal description of property. Three (3) or more acres required
☐	☐	Preliminary site plans showing uses and structures
☐	☐	Ingress and egress of the site including adjacent streets
☐	☐	Preliminary plan for provision of sanitation and drainage facilities
☐	☐	List of names and addresses of legal owners of adjacent properties within 300 feet of proposed site
☐	☐	Other information as the Commission may request

_____ _____
Owner/Applicant Signature Date

FOR CITY USE ONLY

Application Accepted by:_____ Date: _____

Assigned Meeting Date by:_____ Date: _____

REV. 4/24/2019 dmr

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
   6:00 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	
☐	☐	Scale (not less than 100 feet = 1 inch): _____, North Point: _____, Date: _____
☐	☐	Proposed name of subdivision
☐	☐	Name and address of the owner of the record, the subdivider.
☐	☐	Length of boundaries of the tract (to the nearest foot), proposed location and width of streets: _____, alleys: _____, easements: _____, and setback lines:_____, and lot dimensions:_____
☐	☐	Key map showing the location of the proposed subdivision
☐	☐	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: ☐ Water Mains ☐ Sanitary sewer mains, sub-mains, and laterals. ☐ Storm Sewers, culverts, and drainage structures. Part of Storm Water Plan ☐ Street improvements
☐	☐	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)
☐	☐	Outline of any property proposed for dedication to public use as park or open space with boundaries measured to the nearest food and marked "Public"

☐	☐	Appraisal of subject or similar property at time of subdivision $_____per acre. And proposed cash payment in lieu or park or open space dedication $_____.
☐	☐	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.
☐	☐	_____Sidewalks _____ Green Space _____Street Lights _____ Manholes _____ Fire Hydrants
☐	☐	Bond of Escrow required. Bond of Escrow amount: $_____
☐	☐	List of names and addresses of adjacent property owners within 300 feet of property in question
☐	☐	Approval letter from Missouri Department of Transportation for entrances/exits
☐	☐	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	
☐	☐	Preparation by a registered professional Engineer licensed in the State of Missouri with stamped/sealed drawings
☐	☐	Scale (not less than 100 feet = 1 inch)
☐	☐	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.
☐	☐	Length of all required lines dimensioned in feed and decimals thereof, and the value of all required true bearings and angles dimensioned in degrees and minutes, as hereafter specified
☐	☐	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
☐	☐	Lines of all proposed streets fully dimensioned by lengths and bearings or angles
☐	☐	Lines of all proposed alleys. Where the length and/or direction of an alley is not readily discernible from date given for lot and block lines, the length and/or bearing shall be given
☐	☐	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.
☐	☐	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.
☐	☐	The outline of any property which is offered for dedication to public use fully dimensioned by lengths and bearings, with the area marked "Public".
☐	☐	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"
☐	☐	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.
☐	☐	The radii, arcs, point of tangency, points of intersection, and central angle for curvilinear streets and radii for all property returns.

☐	☐	The proper acknowledgements of owners and the consent by the mortgagee to plat restrictions
☐	☐	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.