



Application for Zone Change/Planned Unit Development

Preliminary or Site Plan - (Section 405.125)

Date: _____

Project #: PUD-_____

Applicant Information

Planned Unit Development Information

Name: _____

Project Name: _____

Address: _____

Location: _____

Proposed PUD Use: _____

Phone: _____

Phone: _____

Email: _____

Planned Unit Development Location Information:

Address: _____

Project Name: _____

Current Zoning: _____

Preliminary Plat: _____

OR Site Plan: _____

Required Documentation:

This application is required by City Zoning Regulation Section 405 "Zone Change/Planned Unit Development Approval" and is not considered accepted until a "preliminary plat and/or Site Plan and all required documentation is submitted and required fees paid.

This application for a Zone Change/Planned Unit Development is required by City Zoning Regulation Section 405.125 "Planned Unit Development" and shall be submitted with the following documents:

<u>Needed</u>	<u>Received</u>	
<input type="checkbox"/>	<input type="checkbox"/>	The legal description of the 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 the 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 the 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 SITE PLAN
ZONE CHANGE/PLANNED UNIT DEVELOPMENT APPROVAL PROCESS – 405.125

PLANNED UNIT DEVELOPMENTS Chapter 405.125

Preliminary and/or Site Plan(s)

Submit for review a completed application and required documentation.

The approval process of the preliminary and final plat by City Staff or independent engineer review, Planning and Zoning recommendation, and Board of Aldermen approval.

The application shall be filed/submitted by the Owner.

Applications received by the first day of the month may appear on Planning & Zoning meeting agenda for the following month in order to meet the public hearing requirements. Completed applications will be added to the agenda(s) in the order they are received. *The City reserves the right to table any application due to the need for additional research time. Failure to provide all documentation could cause the application to be deemed by City staff as "not received".*

The following steps are required in the approval process:

1. Applicant submission of a completed application and required documentation and fees Preliminary Plat and or Site Plan Filing fee \$125

Publication Deposit \$200 (balance refunded or collected when the process is completed)

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

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

Three original full-size (11" X 17" minimum size) drawings are required with the application and in digital format (CAD.dxf/dwg) in State plan coordinates. If revisions are made prior to final approval, the 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 the proposed Site required with application "public hearing" notifications will be completed by City.

2. Application processing

The preliminary and/or Final Plat is submitted to the City or Engineering firm for review. The applicant will be notified of additional requirements with a copy of the 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 the month, 6:00 p.m. at City of Warrenton Annex Building. It is necessary that the applicant or their representative is present at the meeting.

4. Planning & Zoning results

The applicant will receive formal written notice of the 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 of Warrenton Annex Building. It is necessary that the applicant or their representative is present at the meeting.

PUD Preliminary Plat/ Site Plan Checklist

Project Name: _____

Project No.: PUD#

Applicant's Name: _____

Applicant's Email: _____

Preliminary Plat/Site Plan Filing Fee: \$125

Publication Deposit: \$200

Preliminary Plat/Site Plan, 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.
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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 and or Site Plan, 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 the 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"/> | A 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 pipelines 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 the proposed method of disposing of 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 a park or open space with boundaries measured to the nearest food 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 the 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 corresponding City, State, or Federal Ordinances/Laws. Additional information may be required by the City to properly process the plat.

PUD Requirements

Project Name: _____

Project No.: PUD#

Applicant's Name: _____

The following items must be submitted with the PUD application.

1) *Ownership.*

- a) A detailed plan of ownership, including how it will be maintained over the life of ownership. The Plan of ownership must be part of the site-specific PUD ordinance.
- b) A detailed "plan of maintenance" for all common ground and/or common site amenities. To ensure proper maintenance of all common ground and/or common site amenities.

2) *Schedule.*

- a) Stages in which the project will be built with an emphasis on area, density, use and public facilities such as open space to be developed with each stage.
- b) Approximate dates for the beginning and completion of each stage.

3) *Covenants and restrictions. Proposed agreements, provisions of covenants* which will govern the use, maintenance, and continued protection of the planned development and any of its common open space.

- a) The covenants and restrictions are to be approved by the City Attorney.
- b) The covenants and restrictions should include all PUD ordinance requirements.
- c) The covenants and restrictions must be recorded with the final plat and/or site plan.

Reviewed:

Zoning Officer: _____

Date: _____

Comments:

Building Commissioner: _____

Date: _____

Comments:

Public Works Director: _____

Date: _____

Comments:

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