



Site Plan Application
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 PROCESS 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 a financial, contractual, or proprietary interest

FOR CITY USE ONLY

Application accepted by: _____

Date: _____

SITE PLAN 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 the 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 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 Filing fee \$125

Publication Deposit \$200 (balance refunded or collected when the process is 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 (the balance will be refunded or collected when the process is 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 are required with the application.

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 the City.

2. Application processing

The site plan is submitted to City &/or Engineering firm for review. The applicant will be notified of additional requirements with a copy of the 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 the month, 6:00 p.m. at the City of Warrenton Annex Building, it is strongly recommended that the applicant or representative is present at the meeting.

4. Planning & Zoning results

The 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, 6:00 p.m. at the City of Warrenton Annex Building, it is strongly recommended that the applicant or a representative is present at the meeting. If approved, the 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: \$ 200 _____

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 the proposed site (Verify any overlay districts on the parcel)
<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"/>	The 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 6" caliper for deciduous, 6' height 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 stormwater 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 stormwater collection and detention, sanitary sewers, gas, electricity, telephone lines, cable, 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 the 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: Scott Determann, Fire Marshal Office: 636-456-8935 Email: wfpd1400@warrentonfire.org 606 Fairgrounds Road Warrenton, MO 63383