



## DEPARTMENT OF COMMUNITY DEVELOPMENT

200 North Second Street, Suite 303  
Saint Charles, MO 63301  
636-949-3227  
FAX 636-949-3557

### SITE PLAN APPLICATION/CHECKLIST

**CASE #:** (assigned by staff): \_\_\_\_\_

**APPLICANT:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Email Address **REQUIRED**)

**LOCATION:**(address) \_\_\_\_\_

**PROPERTY OWNER:**

**CONTRACT PURCHASER:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Fax)

**EXISTING ZONING:** \_\_\_\_\_

**PROPOSED ZONING:** \_\_\_\_\_

**PROPOSED USE** \_\_\_\_\_

**Date of Annexation** (if applicable): \_\_\_\_\_

## **SITE PLAN APPLICATION CHECKLIST**

Every Site Plan submitted to the Planning and Zoning Commission for their review and approval must contain the following information. If the information does not appear on the Site Plan or accompany the application, the proposal may not be scheduled for the Commission meeting requested.

- Scale: One (1) inch equals 20 feet through One (1) inch equals 200 feet (no greater or less than specified). Indicate on the Plan.
- A site location map that shows site in relation with the surrounding area.
- Dimensions, angles and size, correlated with the legal description of said property.
- Plans must be designed by qualified land planner, registered professional architect, engineer or land surveyor, with their stamp, signature, and address.
- Name and address of property owner and developer.
- North Arrow.
- Boundary dimensions.
- Natural features, such as trees, tree masses, streams, dry river beds, rivers, lakes, ponds, wetlands, floodplains, drains, topography (at least at five (5) foot intervals, when terrain is irregular or drainage critical, contours will be at two (2) foot intervals) and other similar features.
- Show existing and proposed 100-yr. floodplain boundaries (where applicable) and include a note stating whether the site is within or outside the 100-yr. floodplain and reference the applicable FIRM map panel number and date. Where the floodplain is proposed to be altered, the application must contain approval from FEMA for the alteration.
- Delineate wetlands subject to United States Corp of Engineers (COE) regulations. Appropriate documentation of coordination with the COE shall be provided.
- Existing manmade features, such as buildings, structures, easements, high tension towers, power lines.
- Excavations.
- Bridges.
- Culverts and drains.
- Identify adjacent properties, their existing uses and zoning, within 300 feet.
- Location of all proposed structures, including fences.
- Proposed finished floor and grade line elevations.
- Square footage of proposed main and accessory buildings.
- Indicate how storm water detention requirements will be addressed.
- Note and show setback requirements.
- Note and show required landscaped greenbelts.
- Provide information depicting how any rooftop mechanical units will be screened by the parapet or other architecturally integral, sight proof feature of the building.

- Location and type of trash pick-up proposed. Provide a detail of how any dumpster will be screened. Dumpster screening must consist of the same materials used for the principal structure and must include a maintenance free, sight proof gate.
- Relationship to any existing structures to remain on site.
- Height of all buildings and structures in number of stories and feet.
- Color elevations of **all** sides of the proposed structures and materials proposed for construction, including fence/wall materials. The colors must accurately depict the actual building materials. Applicants may present samples of the proposed building materials at the Planning and Zoning Commission meeting but this allowance is not in lieu of providing the color elevations.
- Proposed streets, driveways, sidewalks and other vehicular and pedestrian circulation features within and adjacent to the site, include dimensions of circulation features.
- Parking spaces required, showing how calculated. Location and number of parking spaces, dimensioned.
- Load/unloading spaces, showing how calculated. Location of service lanes and loading spaces, dimensioned.
- Existing utilities, public and private, such as water, sanitary sewer, storm sewer, electrical, gas, etc. and indicate location and size.
- Proposed utilities, including location and size. Note and show that all utility services shall be located underground.
- Existing and proposed fire hydrants within 300 feet of the property.
- Lighting detail showing location, height of freestanding poles and method of screening light sources to preclude overflow onto adjacent properties and right-of-ways.
- Landscape Plan addressing all requirements of City Ordinance including calculations. Demonstrate compliance with the Tree Preservation Ordinance. Indicate number, type, and size of trees on site, number to be removed, number to be saved and the method of preservation.
- Proposed alterations to the topography and natural features of the site.
- Provide calculations of site coverage of buildings, landscaped area, and impervious surfaces.
- Any other information deemed necessary by the Planning and Zoning Commission or City Staff to adequately illustrate the proposed development.

**One (1) copy of the Site Plan shall be submitted. Digital submittal of application preferred via [PZ@stcharlescimo.gov](mailto:PZ@stcharlescimo.gov). Directions for digital submittal are attached.**

**Please Note:**

Any signage to be placed on the subject property requires a separate Sign Permit. Any business occupying the site requires approval of a Business License. Site plan approval is valid for a period of one (1) year after the date of approval with construction or use substantially underway, unless extended by the Planning and Zoning Commission prior to the expiration date.

(Print) \_\_\_\_\_ (Sign) \_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

(Print) \_\_\_\_\_ (Sign) \_\_\_\_\_  
 Owner Signature

\_\_\_\_\_  
 Date

**Application Fee: \$50.00**

## Directions for Digital Submittal

1. Complete the applicable form for the requested review (forms may be found at the following link - <https://www.stcharlescitymo.gov/518/Forms>)
2. Attach the application and required plans and send to the email address below. If the attachments exceed 10mb, please provide information on location for file share download for staff.
  - [PZ@stcharlescitymo.gov](mailto:PZ@stcharlescitymo.gov) Planning and Zoning Commission (Rezoning, Annexations, Conditional Use Permit, Preliminary Plat, and Site Plans)
3. Once the email is sent, the Department will respond with an automatic email letting you know we have received the application and staff will contact you with applicable information on future agenda placement or if additional items are required. If you do not receive an automated response to your submittal email, please contact the Community Development Department at (636) 949-3222.
4. Submit application fee (if applicable) via mail to:
  - Department of Community Development
  - 200 North 2<sup>nd</sup> Street, Suite 303
  - St. Charles, MO 63301
5. Once received, staff will evaluate your request and provide comments (if any) via email with a deadline for re-submittal and provide directions for paper submittals for the Board/Commission packet.
6. After the submittal has been revised, email the applicable plan reviewer a digital copy and provide necessary paper copies as requested.