



City of Chesterfield

PLANNING AND DEVELOPMENT SERVICES DIVISION

SITE OR SITE DEVELOPMENT PLAN REVIEW

Prior to submitting an application to the Planning and Development Services Division, the Petitioner is strongly urged to meet with Staff for a Pre-Application Meeting. To schedule a meeting, please contact the Division at 636-537-4746. For questions about this application, please contact the “Planner of the Day” at 636-537-4733. For information about this and other projects under review by the Division, please visit “Active Projects” at www.chesterfield.mo.us.

Check application type (Please select only one):

A complete Site Plan, Site Development Concept Plan, Site Development Section Plan, and Site Development Plan includes a Landscape Plan, Tree Stand Delineation, Tree Preservation Plan, Lighting Plan, and Architectural Elevations unless the project is otherwise exempted from one of these plan requirements. If the purpose of your submittal is purely to amend one of the sub-type plans (e.g. Landscape Plan) then this can be the only item selected below.

- Site Plan
- Site Development Plan
- Site Development Concept Plan
- Site Development Section Plan
- Landscape Plan
- Tree Stand Delineation
- Lighting Plan
- Other (specify): _____
- Amended Site Plan
- Amended Site Development Plan
- Amended Site Development Concept Plan
- Amended Site Development Section Plan
- Amended Architectural Elevations
- Tree Preservation Plan
- Mitigation Plan

Definitions

Architectural Elevation: The perimeter vertical surface of a building.

Landscape Plan: A Plan illustrating current and proposed vegetation.

Lighting Plan: A Plan indicating the location of all standards and fixtures; the proposed type of illuminating devices, fixtures, lamps, supports, reflectors and other devices and photometric information.

Mitigation Plan: A Plan that illustrates how tree loss will be mitigated for relief of required preservation requirements.

Site Plan: Plan for non-residential development over 1,000 square feet *not* in a planned district.

Site Development Concept Plan: Conceptual plan for development in planned districts being done in phases. A Concept Plan provides an overall picture of a development that is being divided into sections to be developed in phases.

Site Development Section Plan: Sections of a Concept Plan.

Site Development Plan: Plan for development in planned districts that is being done in one phase.

Tree Preservation Plan: A Plan that delineates areas where trees are to be saved and details measures to be taken to ensure protection and survivability.

Tree Stand Delineation: A Plan that provides a general accounting of existing vegetation for the purposes of conceptual design.

Projects will not be forwarded to Planning Commission until a complete plan with required information is received by the Planning and Development Services Division and all issues noted by Staff are addressed.

I. APPLICANT INFORMATION

Owner(s) of record of the hereinafter described property according to St. Louis County Assessor's Record.

Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel.: _____ Fax: _____

Applicant, if other than owner(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Tel.: _____ Fax: _____

Legal Interest: _____

(Provide date of contract and date of expiration of contract)

***Attach additional sheets as necessary.**

II. PROPERTY INFORMATION

Project Name: _____

Locator Number(s): _____

(List additional locator numbers on separate sheet and attach to application)

Acreage: _____ (To the nearest tenth of an acre)

Subdivision Name: _____

Plat Book/Page: _____

Proximity to closest major intersection: _____

Existing Overlay Districts: Check (✓) all that apply C.U.P. C.S.P. L.P.A.
 Other: _____

III. SUBMITTED MATERIAL

The following items are included as part of the required material for review:

Application Fee

Landscape Plan

Lighting Plan

Architectural Elevations

*Sign Package

* refer to the governing ordinance for the subject site to determine if a sign package is required.

IV. ZONING

Current Zoning District: _____

Existing Uses(s) on property: _____

Proposed Uses: _____

Proposed Development Intensity: _____ du sf (check one)*

* du = Dwelling Units (Residential or Hotel/Motel) sf = square feet at max. allowable FAR (Commercial, Industrial)

V. COMPREHENSIVE PLAN POLICY AND LAND USE

Comprehensive Plan Land Use Designation: _____

VI. PROJECT NARRATIVE

Please provide an explanation of the project to be reviewed.

VII. COMPLIANCE

Are there any violations that exist on the Property?

Yes No **If yes, please explain:** _____

Is property in compliance with all previous conditions of approval of all applicable Ordinance requirements?

Yes No **If no, please explain:** _____

VIII. REQUIREMENTS FOR SITE PLANS, SITE DEVELOPMENT PLANS, SITE DEVELOPMENT CONCEPT PLANS AND SITE DEVELOPMENT SECTION PLANS

For the initial submittal, four (4) copies are required of the Site Plan, Site Development Plan, Site Development Concept Plan or Site Development Section Concept Plan.

Site Plans must include the following:

- 1) Location map, north arrow, and plan scale.
- 2) Zoning district, subdivision name, lot number, dimensions and area, and zoning of adjacent parcels where different than site.
- 3) Name, address, and telephone number of the person or firm submitting the plan and the person or firm who desires the review comments forwarded to them.
- 4) Proposed use of the building and its construction type and distance from adjacent property lines.
- 5) Off-street parking spaces, required and proposed, including the number, size, and location of those designated for the handicapped.
- 6) Type of sanitary sewage treatment and stormwater drainage facilities, including retention ponds.

- 7) Dimensions of existing and proposed roadway pavement and right-of-way width for streets abutting the site.
- 8) Existing and proposed landscaping, including name and size of plant material.
- 9) Existing and proposed contour lines or elevations based on mean sea level datum, unless otherwise waived by the Planning and Development Services Division.
- 10) Location and size of existing and proposed freestanding signs.
- 11) Location and identification of all easements (existing and proposed).
- 12) Location and height of all light poles.
- 13) Overall dimensions of all buildings and the gross floor area of each building.
- 14) Approximate location of any stormwater detention facilities, sink holes and springs, silt berms, ponds and other silt control facilities.
- 15) Floor area ratio of proposed development, except in single-family attached and detached residential developments.
- 16) Openspace percentage of proposed development.
- 17) Tree stand delineation for area to be developed.
- 18) Site Plan must meet the requirements of the City of Chesterfield Design Guidelines and Landscape Guidelines.
- 19) Additional information to be placed on the Site Plan beyond the requirements listed above may be requested based on review of the plans by the City of Chesterfield.

Site Development Plans must include the following:

All information required on a Site Development Concept and Section Plans (see below).

Site Development Concept Plans must include the following:

- 1) One (1) copy of the applicable governing ordinance.
- 2) The approximate location of all existing structures within the tract proposed to be retained and wooded areas within the tract and within one hundred (100) feet thereof.
- 3) The names of the owners of all property adjoining the tract as disclosed by the most recent assessor's record.
- 4) All existing streets, roads, and approximate location of wet and dry weather water courses, floodplain areas, sink holes, and other significant physical features within the tract and within one hundred and fifty (150) feet thereof.
- 5) Approximate location of proposed streets and property lines.
- 6) Direction of and approximate distance to nearest existing major street intersection.
- 7) Approximate location of any historical building as identified by the St. Louis County Historic Building Commission or the Chesterfield Historic & Landmarks Preservation Committee within the boundaries of the tract.
- 8) A key map showing the tract and its relation to the surrounding area.
- 9) A north arrow and graphic scale.
- 10) The name proposed for the tract or such part thereof as is proposed to be subdivided, which shall be original and not a duplication of the name of any previously recorded subdivision or development in the City of Chesterfield. The developer shall include a certification from the Recorder of Deeds Office of St. Louis County to this effect.
- 11) The date of plan submission to the Division and the following names and addresses:
 - a) The record owner or owners of the tract.
 - b) The party who prepared the plat.
 - c) The party for whom the plat was prepared.
 - d) The engineer and land surveyor who will design improvements for and survey the tract or such part thereof as is proposed to be subdivided.
- 12) The approximate area of the tract stated in tenths (0.1) of an acre.
- 13) Sufficient existing and proposed contour data to indicate the slope and drainage of the tract and the high and low points thereof. Contour data shall extend one hundred and fifty (150) feet beyond the limits of the subdivision boundaries. U.S.G.S. data is required.

- 14) The location of existing and proposed property lines, water courses, sink holes, areas within the tract subject to inundation by stormwater, railroads, bridges, culverts, storm sewers, sanitary sewers, easements of record, existing buildings including use or other identified improvements that are to remain, and significant natural features such as wooded areas and rock formations.
- 15) The location of existing and proposed streets including additional right-of-way along existing streets as required in the Zoning Ordinance.
- 16) The results of any tests made to ascertain subsurface rock and soil conditions and the water table.
- 17) The zoning district, including delineation of floodplain zoning district, if any, and the township, range, section, and U.S. Survey, school district, fire district, water company, and other special districts in which the tract is located.
- 18) Any proposed alteration, adjustment, or change in the elevation or topography of any area in a floodplain zoning district or shown on the Federal Emergency Management Agency's (F.E.M.A.) Flood Boundary and Floodway Maps.
- 19) Approximate area in square feet of minimum and maximum size of lots, if less than one acre in area, and in acres and tenths of acres if one acre or more in area, into which the tract is proposed to be subdivided.
- 20) Indicate approximate location of existing and proposed sidewalks and pedestrian walkways.
- 21) Proposed type of treatment or method of sewage disposal to include name of trunk line, lateral or qualified sewage treatment system, where applicable.
- 22) If the developer intends to subdivide any portion of the parcel into a multiple dwelling unit subdivision or a subdivision being developed under a special procedure section of the Zoning Ordinance, then the preliminary plat shall, in addition, include the following data:
 - a) Gross area of tract/Area in street/Net area of tract.
 - b) Maximum number of units allowed/Maximum number of units proposed.
 - c) Parking ratio.
 - d) Distance between structures.
 - e) A certification by registered land surveyor or engineer who prepared the plat that the plat is a correct representation of all existing and proposed land divisions.
- 23) A rough sketch of the proposed Site Plan.
- 24) Specific structure and parking setbacks along all roadways and property lines.
- 25) Existing and proposed contours at intervals of not more than one (1) foot, and extending one hundred and fifty (150) feet beyond the limits of the site.
- 26) The scale to which the Site Development Concept Plan will be drawn shall be no greater than one (1) inch equals one hundred (100) feet.
- 27) Signed and sealed in conformance with the State of Missouri Department of Economic Development, Division of Professional Registration, Missouri Board for Architects, Professional Engineers and Land Surveyors requirements.
- 28) Additional information to be placed on the Site Development Concept Plan beyond the requirements listed above may be requested based on review of the plans by the City of Chesterfield.
- 29) Site Development Concept Plan must meet the requirements of the City of Chesterfield Design Guidelines and Landscape Guidelines.

Site Development Section Plans must include the following:

- 1) All specific information required on a Site Development Concept Plan.
- 2) All specific information required by the ordinance authorizing the development.
- 3) Location and size, including height, of all uses, building, parking and loading areas, light standards, fencing, trash enclosures, other above ground structures and landscaping.
- 4) Existing and proposed contour intervals of not more than one (1) foot, and extending one hundred and fifty (150) feet beyond the limits of the site.
- 5) Existing and proposed roadway, drives, and walkways on and adjacent to the property in question, including location of curb cuts, necessary right-of-way dedications and road improvements, and locations of the existing roads and driveways on the opposite side of the development.

- 6) All existing and proposed easements/rights-of-way on site and all existing or proposed off-site easements required for utilities, storm water drainage, grading or other improvements.
- 7) Specific structure and parking setbacks along all roadways and property lines.
- 8) The location of the proposed storm sewers, detention basins, sanitary sewers, and connection(s) to existing systems.
- 9) Location and size of all parking areas.
- 10) A landscape plan, including, but not limited to, location, size, and type of all plant and other material to be used (Refer to [Section 04-02 of the Unified Development Code](#) for submittal requirements).
- 11) Architectural elevations and building materials addressing City of Chesterfield Design Standards. (Refer to [Section 04-01 of the Unified Development Code](#) for submittal requirements).
- 12) Show existing improvements, including roads and driveways on the opposite side of roadway adjacent to the site, and the location of significant natural features, such as wooded areas and rock formations, that are to remain or be removed.
- 13) Provide comments/approvals from the Missouri Department of Transportation, The Spirit of St. Louis Airport, the Metropolitan St. Louis Sewer District, and the appropriate Fire District.
- 14) Signed and sealed in conformance with the State of Missouri Department of Economic Development, Division of Professional Registration, Missouri Board for Architects, Professional Engineers and Land Surveyors requirements.
- 15) Provide the openspace percentage for each lot on the plan.
- 16) Additional information to be placed on the Site Development Section Plan beyond the requirements listed above may be requested based on review of the plans by the City of Chesterfield (Refer to site-specific ordinance for submittal requirements).

* Applicants should always review their site specific ordinance (if applicable) for additional submittal criteria particularly for development within Planned Commercial & Residential Districts, Planned Unit Developments and with Special Procedures.

IX. REQUIREMENTS FOR LANDSCAPE REVIEW, MITIGATION PLANS, TREESTAND DELINEATIONS AND TREE PRESERVATION PLANS

Submittals for Landscape Review, Mitigation Plans, Tree Stand Delineations and Tree Preservation must adhere to the requirements of the City of Chesterfield Tree Preservation and Landscape Requirements. ([Section 04-02 of the Unified Development Code](#))

X. REQUIREMENTS FOR LIGHTING PLAN REVIEW

Submittals for Lighting Plan Review must adhere to the requirements of [Section 04-03 of the Unified Development Code](#).

XI. REQUIREMENTS FOR ARCHITECTURAL REVIEW

Submittals for Architectural Review must comply with [Section 04-01 of the Unified Development Code](#). Contact your assigned project planner for requirements and schedule deadlines for Architectural Review Board.

XII. REQUIREMENTS FOR SIGN PACKAGE

Submittals for Sign Package Review must adhere to [Section 04-05.D. of the Unified Development Code](#).

XIII. STATEMENT OF CONSENT

STATEMENT OF CONSENT

I hereby give CONSENT to _____ (type, stamp or print clearly full name of agent) to act on my behalf to submit this application and all required material and documents and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge of the property and I have an ownership interest and/or am the owner under contract in the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the City of Chesterfield to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I understand this application, related material and all attachments become official records of the City of Chesterfield, Missouri, and will not be returned. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER/CONTRACT PURCHASER INFORMATION:

I am the [] owner [] contract purchaser. (check (✓) one)

(Name- type, stamp or print clearly)

(Signature)

(Name of Firm)

(Address, City, State, Zip)

Attach additional sheets as necessary.

NOTARY PUBLIC INFORMATION: STATE OF MISSOURI, CITY OF CHESTERFIELD

Before me appears _____ who has executed the foregoing instrument was subscribed and sworn to before me this _____ day of _____, 20_____.

Signed _____
Notary Public

Print Name: _____
Seal/Stamp: _____

My Commission Expires: _____

XIV. AFFIDAVIT OF COMPLETENESS AND ACCURACY

INSTRUCTIONS: To be completed by individual submitting application (property owner, petitioner with consent, or authorized agent).

Project Name: _____ **Submittal Date:** _____

STATEMENT OF COMPLETION AND ACCURACY

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge and that all property owners have full knowledge that the property they own is the subject of this application. I understand that any knowingly false, inaccurate or incomplete information provided by me will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit and further certify that all owners and petitioners have been provided a complete copy of all material, attachments and documents submitted to the City of Chesterfield relating to this application. I acknowledge this application, related application material and all attachments become official records of the City of Chesterfield, Missouri and will not be returned. I further acknowledge that additional information may be required by the City of Chesterfield to process this application. No arrangement has been made to pay any commission, gratuity, or consideration, directly or indirectly, to any official, employee, or appointee of the City of Chesterfield with respect to this application.

Check (✓) one: * I am the property owner. I have legal interest in the property.
 I am the duly appointed agent of the petitioner.

(Name- type, stamp or print clearly) (Signature)

(Name of Firm) (Address, City, State, Zip)

* Attach additional sheets as necessary.

NOTARY PUBLIC INFORMATION: STATE OF MISSOURI, CITY OF CHESTERFIELD

Before me appears _____ who has executed the foregoing instrument was subscribed and sworn to before me this _____ day of _____, 20____.

Signed _____ Print Name: _____
Notary Public Seal/Stamp:

My Commission Expires: _____

XV. PARTIES OF INTEREST

Principal Contact: _____ **Title:** _____
Business Name: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Tel.: _____ **Fax:** _____
Email: _____

Other Contact: _____
Business Name: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Tel.: _____ **Fax:** _____
Email: _____

Other Contact: _____
Business Name: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Tel.: _____ **Fax:** _____
Email: _____

Other Contact: _____
Business Name: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Tel.: _____ **Fax:** _____
Email: _____

Other Contact: _____
Business Name: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Tel.: _____ **Fax:** _____
Email: _____

Attach additional sheets as necessary.

XVI. PLAN REVIEW FEES

Plan Review Fees will be charged according to the schedule below and are due at the time of application. Submittals presented to the City of Chesterfield without the appropriate fee(s) will not be reviewed until the fee is received.

*A complete Site Plan, Site Development Concept Plan, Site Development Section Plan, and Site Development Plan includes a Landscape Plan, Tree Stand Delineation, Tree Preservation Plan, Lighting Plan, and Architectural Elevations unless the project is otherwise exempted from one of these plan requirements. In these instances, **only one fee** is required equal to the amount for the Site Plan, Site Development Concept Plan, Site Development Section Plan, or Site Development Plan fee amount listed below.*

Site Plan	\$150
Site Development Plan	\$150
Site Development Concept Plan	\$150
Site Development Section Plan	\$150
Landscape Mitigation Plan	\$150
Landscape Plan	\$50
Tree Preservation Plan	\$50
Tree Stand Delineation	\$50
Lighting Plan	\$50
Architectural Elevations	\$50
Sign Package	\$50

**XVII. CITY OF CHESTERFIELD
LIENS AND FINES CERTIFICATION**

Project Name: _____ **Ward:** _____
Address: _____ **Locator:** _____

STATE OF MISSOURI, CITY OF CHESTERFIELD

I do hereby certify to the Council of the City of Chesterfield that:

___ There are no fines and/or liens of record on the property by or owed to the City of Chesterfield.

___ There are the following fines and/or liens owed to the City of Chesterfield:

1. _____
2. _____
3. _____
4. _____
5. _____

Director of Finance
City of Chesterfield

Date

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