

COMMERCIAL SITE PLAN APPLICATION

*If grading exceeds 10,000 sq. ft. an additional Grading Permit is required.

APPLICANT

(Name)

(Address)

(Phone)

LOCATION OF PROPERTY (ADDRESS) _____

OWNER (attach additional info if needed)

Contract Purchaser

Printed Name

Printed Name

Printed Name

Printed Name

Street Address

Street Address

City/State/Zip

City/State/Zip

Phone

Fax

Phone

Fax

Email

Email

EXISTING ZONING _____

PROPOSED ZONING _____

PROPOSED USE: _____

SITE PLAN

Three (3) copies of the proposed Site Plan drawn at appropriate scale shall accompany the application showing the following;

1. The Site Plan shall be of a scale not to be greater than one (1) inch equals twenty (20) feet nor less than one (1) inch equals two hundred (200) feet, and of such accuracy that the Commission can readily interpret the Plan and shall include more than one drawing where required for clarity.
2. The property shall be identified with proposed zoning classification, lot lines and location, including dimensions, bearings, angles and size, correlated with the legal description of said property. The Site Plan shall be designed and prepared by a qualified land planner, registered professional architect, engineer, or land surveyor. It shall also include the name and address of the property owner(s), developer(s), and designer(s) and their registration seal.
3. The Site Plan shall show the scale, north point, boundary, dimension, natural features such as woodlot, streams, rivers, lakes, drains, topography at least five (5) foot contours intervals when the terrain is irregular or drainage critical, contour interval shall be two (2) feet and similar features
4. The Site Plan shall show existing manmade features such as buildings, structures, easements, required setback, transition strip, high tension towers, pipe lines, exiting utilities such as water and sewer lines, etc., excavations, bridges, culverts, and drains and shall identify properties within one hundred (100) yards and their existing uses.
5. It shall show the location, proposed finished floor and proposed grade line elevations, size of proposed main and accessory buildings, the relation one to another and to any existing structures to remain on the site, and their height of all buildings and structures, as well as building elevations and materials proposed for the structures under construction.
6. It shall show proposed streets, driveways, sidewalks, and other vehicular and pedestrian circulation features within and adjacent to the site; also, the location, size and number of parking spaces in the off-street parking areas and the identification of service lands, service parking and loading zones, in conformance with the requirements set forth in Article 24.
7. It shall show the location and size of all existing utilities (public and private) serving the property as well as the location and size of all proposed utilities to serve the property. All necessary utilities (public and private), will be available, functioning, and usable at the time any stage of the project or the total project is ready for occupancy.
8. A Landscape Plan that meets the requirements of Article 24 "Landscaping and Screening Regulations", shall be included as part of the Site Plans submitted.

9. Any proposed alterations to the topography and other natural features shall be indicated including required storm water detention facilities.
10. The location, height, and intensity of all exterior lighting.
11. The location and screening proposed for all trash collection areas.
12. Depict flood hazard boundaries as shown on FEMA maps
13. Elevations of all sides of the proposed structures and materials proposed for construction, including fence material.
14. Any other information deemed necessary by the City Engineer, Building Official, Planning and Zoning Commission and/or Board of Aldermen.
15. Signature block for the City Engineer.
16. Show existing and proposed fire hydrants within on thousand (1,000) feet of the property.
17. All site plans will need to be reviewed and approval of the New Melle Fire District and appropriate School District

Note: All plans, architectural drawings, renderings or other materials or visual aids either submitted to the Commission or presented at their meeting shall become the property of the City and part of permanent record of any approval.

CHECK LIST

- Three (3) copies of the plan are provided. Additional copies for distribution to Planning and Zoning Commission and Board of Aldermen members will be requested upon review.
- Legal description of the property to be supplied electronically and a printed copy
- The applicant is required to appear before the Commission.

Please Note:

Prior to approval of a Building Permit, a Construction Site Plan must be reviewed and approved by the City Engineer. In addition, the appropriate Fire Protection District will need to review and approve the development.

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.

FEES: A non-refundable administrative fee of **\$125** shall be paid by the applicant or applicants. Applicants shall also submit a cash **deposit in the amount of \$700** for professional services and shall upon demand make an additional deposit for fees exceeding the amount or shall be refunded remaining deposit if charges are less. Payable to the City of New Melle.

Applicant's Signature

Date

Owner's Signature

Date

NOTE: By affixing signatures to this application form, the Applicant and Owner hereby verify that: they have reviewed the applicable zoning regulations; they are familiar with the specific requirements relative to the application; and they take full responsibility for this application. The above signatures further indicate that the information provided on this form and on any additional data attached hereto is true, complete, and accurate.

Commercial Improvements Application Checklist

	Yes	No	N/A	
General Information				
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed signed application(s) and submittal fee(s).
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal description and/ or platted survey of property with reference to recorded document.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a copy of the MoDOT permit for any work in the State of Missouri right of way.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a copy of Missouri Department of Natural Resources NPDES Land Disturbance Permit for all sites with land disturbance greater than one acre.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide an engineer's construction cost estimate for erosion control.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide hydraulic gradeline calculations for all storm sewer pipes signed and sealed by a professional engineer licensed in the State of Missouri.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide stormwater detention calculations signed and sealed by a professional engineer licensed in the State of Missouri.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide approval from the appropriate governing water, sanitary, fire and school district.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signature/date/seal by registered professional land surveyor or engineer in the state of Missouri.
Construction Document Plan Requirements				
Cover Sheet				
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of Project and Type of Improvement.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location Map.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title block showing name and address of owner/developer and engineering firm.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Index of sheets.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legend.
Plan Sheets				
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outboundary Information.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North arrow and scale with the scale no larger than 1" = 200'.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjacent parcel owner information including St. Charles County Parcel I.D. number and existing uses, within one hundred (100) yards of the subject property
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of front, rear, side yards, right of way, easements and setbacks and transitions strips (existing and proposed) are indicated.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning, lot lines, square footage/acreage, location, dimensions, bearings and angles are correlated with the legal description of said property.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show and label the location, proposed finished floor and proposed grade line elevations, size of proposed main and accessory buildings, the relation one to another and to any existing structures to remain on the site, and their height of all buildings and structures, as well as building elevations and material proposed for the structures under construction.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Depict flood hazard boundaries as shown on FEMA maps.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site and street lighting, including location, height, intensity and appropriate details
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site photometrics, including location, height, intensity and appropriate details.
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalks and ADA accessible ramps.
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street signs, including stop signs.
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All common ground and detention basins.

13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show and label, including dimensions, all proposed streets, driveways, sidewalks, and other vehicular and pedestrian circulation features within and adjacent to the site; also, the location, size and number of parking spaces in the off-street parking area and the identification of service lands, service parking and loading zones, in conformance with the requirements set forth in Article XI of Section 405
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show and label the location and screening proposed for all trash collection areas (if applicable)
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Radius size of all entrances
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Radius size of all cul-de-sacs
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show and label all existing and proposed manmade features such as, but not limited to, buildings structures, high tension towers and pipe lines (if applicable), utilities including location and size (public and private), excavations, bridges, culverts, drains, etc. [Note: all necessary utilities (public and private) shall be available, functioning, and usable at the time of any stage of the project or the total project is ready for occupancy]
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show and label existing natural features such as, but not limited to, woodlots, streams, rivers, lakes, drains, etc.
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide existing and proposed contours at a minimum of 2' intervals, including storm water detention facilities
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total acreage of site
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temporary construction entrance, parking and truck wash down area
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate clearing limits and area of disturbance
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estimated grading quantity
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of siltation and erosion control BMP's and details.
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify all 3:1 slopes
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing and proposed retaining walls. Note: retaining walls greater than 4' in height will require a permit from St. Charles County Building Department
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide City of New Melle re-vegetation specifications
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate that all construction shall meet at a minimum OSHA requirements
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Note on plan to provide City with a copy of grading compaction test results
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate any temporary grading easements required. A signed copy of any required easements must be received by the City of New Melle prior to plan approval and issuance of a permit
31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing and proposed storm sewers (public and private)
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm and sanitary profiles with length, grade, size and type of pipe in addition to any existing and proposed utility crossings, and lateral locations for sanitary sewers
33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage area map with PI factors and Q to each inlet
34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing and proposed sanitary sewers and laterals (public and private)
35.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed water mains, valves, fire hydrants within one thousand (1,000) feet of the site, tees, air relief valves, meter settings, fire suppression line, and pipe lines (if applicable)
36.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a Landscape Plan that meets the requirements of Article X "Landscaping and Screening Regulations"
37.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide elevations of all sides of the proposed structures and materials proposed for construction, including fence material