CITY OF NEW MELLE PO BOX 114

NEW MELLE, MO 63365

COMMERCIAL LAND USE PERMIT

Name of Project/Development:

Property Owner/Developer Information

Full Name: Date:

*Last First M.I.*

Address:

*Street Address Apartment/Unit #*

*City State ZIP Code*

Phone: Cell: Email:

Applicant/Contractor Information

# If same as Owner, check here:

Name: Company:

Address:

Phone: Email:

**Property Details**

\*\*Applicant is required to submit a site plan application and grading permit.

Property Location:

Property Address: Property Size:

Current Zoning: Proposed Zoning:

# Type of Permitting Applied For: (Check All Applicable Items) Attachments:

Grading and Erosion Control (file Grading Permit if

disturbed area is greater than 10,000 sf) Plans/Prints

Stormwater Improvements Submittal/Review Fee

Water Improvements Submittal Checklist

Sanitary Improvements Hydraulic Calculations

Site Improvements Soils Report

Other: Other:

Disclaimer and Signature

*I hereby certify the Owner of record authorizes the proposed work and/or I have been authorized by the Owner to make this application as his/her authorized Agent and agree to conform to all applicable codes of the City of New Melle, Missouri and the County of St. Charles, Missouri.*

Signature: Date:

FOR OFFICE USE ONLY

Date Fee Paid:

Amount:

Payment Method

Approved By: Date Permit Issued: Permit No.

Notes:

|  |  |
| --- | --- |
| **Clerk Signature:** | **Date:** |

**Commercial Improvements Application Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | N/A |  |
| General Information | | | | |
| 1. |  |  |  | Completed signed application(s) and submittal fee(s). |
| 2. |  |  |  | Legal description and/ or platted survey of property with reference to recorded document. |
| 3. |  |  |  | Provide a copy of the MoDOT permit for any work in the State of Missouri  right of way. |
| 4. |  |  |  | Provide a copy of Missouri Department of Natural Resources NPDES Land Disturbance Permit for all sites with land disturbance greater than one acre. |
| 5. |  |  |  | Provide an engineer’s construction cost estimate for erosion control. |
| 6. |  |  |  | Provide hydraulic gradeline calculations for all storm sewer pipes signed and sealed by a professional engineer licensed in the State of Missouri. |
| 7. |  |  |  | Provide stormwater detention calculations signed and sealed by a  professional engineer licensed in the State of Missouri. |
| 8. |  |  |  | Provide approval from the appropriate governing water, sanitary, fire and school district. |
| 9. |  |  |  | Signature/date/seal by registered professional land surveyor or engineer in  the state of Missouri. |
| Construction Document Plan Requirements | | | | |
| Cover Sheet | | | | |
| 1. |  |  |  | Name of Project and Type of Improvement. |
| 2. |  |  |  | Location Map. |
| 3. |  |  |  | Title block showing name and address of owner/developer and engineering firm. |
| 4. |  |  |  | Index of sheets. |
| 5. |  |  |  | Legend. |
| Plan Sheets | | | | |
| 1. |  |  |  | Outboundary Information. |
| 2. |  |  |  | North arrow and scale with the scale no larger than 1” = 200’. |
| 3. |  |  |  | Adjacent parcel owner information including St. Charles County Parcel I.D. number. |
| 4. |  |  |  | Dimensions of front, rear, side yards, right of way, easements and setbacks  are indicated. |
| 5. |  |  |  | Zoning, lot lines, square footage/acreage, location, dimensions, bearings and angles are correlated with the legal description of said property. |
| 6. |  |  |  | Location, dimensions, square footage and type of all buildings and other  accessory buildings are denoted. |
| 7. |  |  |  | Depict flood hazard boundaries as shown on FEMA maps. |
| 8. |  |  |  | Site and street lighting. |
| 9. |  |  |  | Site photometrics. |
| 10. |  |  |  | Sidewalks and ADA accessible ramps. |
| 11. |  |  |  | Street signs, including stop signs. |
| 12. |  |  |  | All common ground and detention basins. |
| 13. |  |  |  | Show all streets, driveways, and sidewalks with widths. |
| 14. |  |  |  | Radius size of all entrances. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 15. |  |  |  | Radius size of all cul‐de‐sacs. |
| 16. |  |  |  | Show all existing utilities. |
| 17. |  |  |  | Provide existing and proposed contours at a minimum of 2’ intervals. |
| 18. |  |  |  | Total acreage of site. |
| 19. |  |  |  | Temporary construction entrance, parking and truck wash down area. |
| 20. |  |  |  | Indicate clearing limits and area of disturbance. |
| 21. |  |  |  | Estimated grading quantity. |
| 22. |  |  |  | Location of siltation and erosion control BMPs and details. |
| 23. |  |  |  | Identify all 3:1 slopes. |
| 24. |  |  |  | Show any proposed retaining walls. Note: retaining walls greater than 4’ in height will require a permit from Saint Charles County Building Department. |
| 25. |  |  |  | Provide City of New Melle re‐vegetation specifications. |
| 26. |  |  |  | Indicate that all construction shall meet at a minimum OSHA requirements. |
| 27. |  |  |  | Note on plan to provide City with copy of grading compaction test results. |
| 28. |  |  |  | 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. |
| 29. |  |  |  | Show existing and proposed Storm sewers. |
| 30. |  |  |  | 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. |
| 31. |  |  |  | Drainage area map with PI factors and Q to each inlet. |
| 32. |  |  |  | Show existing and proposed Sanitary sewers and laterals. |
| 33. |  |  |  | Existing and proposed water mains, valves, fire hydrants, tees, air relief valves, meter settings and fire suppression line (if applicable). |
| 34. |  |  |  | All common ground and detention basins. |