

RESIDENTIAL SITE PLAN APPLICATION

APPLICANT

(Name)

(Address)

(Phone)

LOCATION OF PROPERTY (ADDRESS) _____

OWNER (attach additional info if needed)

Contract Purchaser (If applicable)

Printed Name

Printed Name

Printed Name

Printed Name

Street Address

Street Address

City/State/Zip

City/State/Zip

Phone

Fax

Phone

Fax

Email

Email

ZONING DISTRICT _____

PROPOSED ZONING _____

PROPOSED USE: _____

SITE PLAN CHECK LIST

- Two (2) 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 may be required to appear before the Commission.

- Letter of approval from HOA (if applicable).

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. (if applicable)

Any business occupying the site requires approval of a Business License. (if applicable)

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. Checks 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.

**If grading exceeds 10,000 square feet, an additional grading permit is required.

Residential Site Plan/Plot Plan 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"/>	Include name and address of property owner(s), developer(s), and designer(s) and their registration seal
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North arrow and scale with the scale no larger than 1"=200'
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subdivision Name and Lot Number (if applicable)
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify adjoining properties within one hundred (100) yards and their existing use
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"/>	Indicate clearing limits and area of disturbance
9.	<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
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show all streets, driveways, and sidewalks with widths
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show all cantilevers or overhangs (must be within building setback).
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, dimensions, square footage and type of all buildings and other accessory buildings are denoted. Indicate number of stories and basement finish (i.e., walkout, lookout or an in-grade basement)
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locate and label steps, patios, porches, decks, retaining walls, wing walls, egress window wells and fireplaces
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of front, rear, side yards, right of way, easements, setbacks and transition strips (if applicable) are indicated.
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide finish grade elevations for each corner of the lot, building, at the driveway entrance and any inlets
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show % slope of driveway
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate positive drainage flow from the residence and yard by way of directional arrows
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide top of foundation, finished floor, garage floor and basement floor elevations.
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing and proposed utilities to serve property (public and private).
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate all existing and proposed storm drainage structures. Label top and flow elevations
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate all existing and proposed sanitary conveyance structures. Label top and flow elevations
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and size of water main, tap and service line serving property. (Valve boxes and fire hydrants if located on lot).
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of private well if public water system is not available
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and existing elevations of sanitary sewer stub to be utilized. Include flow line elevation at foundation location.

25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of private sewage disposal system where a public sewer is not available.
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate that siltation control shall be provided to prevent erosion of soil onto adjoining property.
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sediment and erosion control measures for subject property
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"/>	Indicate existing features such as woodlot, streams, rivers, lakes, drains, and topography at least 2' contour intervals
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate all proposed grades at no greater than a 2' contour interval
31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signature/date/seal by registered professional land surveyor or engineer in the State of Missouri
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans shall be submitted to the appropriate governing water, sanitary, fire and school district.