

CITY OF FENTON
COMMUNITY DEVELOPMENT DEPARTMENT
625 New Smizer Mill Road, Fenton, MO 63026
(636) 349-8110

SITE PLAN REVIEW APPLICATION CHECKLIST

A **complete** application for Site Plan Review must be received by the Community Development Department no less than thirty (30) days prior to the next Planning and Zoning Commission Meeting in order to be placed on the agenda for consideration. ***Partial or incomplete applications will not be accepted.***

Please review the checklist below to verify that your application is complete before submitting materials to the Community Development Department. *Please check-off below that all items are included in your submittal, and sign at the bottom.*

REQUIRED DOCUMENTS FOR A COMPLETE SITE PLAN REVIEW APPLICATION:

- One (1) petition for Site Plan Review: All blanks completed, application signed and notarized.
- One (1) legal property description.
- One (1) letter of property owner consent (if you are not the owner), or proof of ownership-under-contract.
- One (1) check for fee payable to 'City of Fenton' (*see attached fee schedule*).
- Twenty-five (25) 11"x17" or 8½"x11" copies of all items/plans, plus two (2) full-sized copies to scale; **OR** twenty-five (25) full-sized copies to scale if smaller copies are not legible, plus one 11"x17" or 8½"x11" copy.
- Site Plan and/or Survey Plat must include the following:
 - All items listed on Item #12 of the Petition For Site Plan Review
 - Parking calculations (identify landscaped spaces)
 - Site coverage calculation
 - Identify loading dock spaces
 - Building elevations
 - Building materials and colors
 - Lighting photometrics
 - Landscape plan (note any trees to be removed of 6" or greater diameter)
 - Landscaped island every 20 parking spaces on parking lot aisles

NOTE: A pre-application conference with the Community Development Director is encouraged.

I/we (Petitioner) _____ do submit the attached application for a Site Plan Review of (project name) _____ at (address) _____ and verify that all of the required documents are attached herewith. I understand that in order for my case to be placed on the agenda, all required materials must be received no less than 30 days prior to the next scheduled public hearing meeting. *If the application and materials are incomplete or are returned for corrections by the Community Development Director, placement of my case on an agenda will be delayed until such time as all required materials are received within the 30-day requirement.*

Signed: _____

Date: _____

City of Fenton
Community Development Department
625 New Smizer Mill Road
Fenton, MO 63026
(636) 349-8110

PETITION FOR SITE PLAN REVIEW

DATE: _____

PETITION NO.: _____

DATE PAID: _____

FEE: _____

I (we), the petitioner(s) _____ am
(are) seeking a **Site Plan Review** from the City of Fenton. I understand this petition will be
scheduled for a public hearing with the Planning and Zoning Commission of the City of Fenton and a
recommendation from this Commission will be made to the Board of Aldermen for a final decision.

Information to accompany this application.

1. Address and legal description of property (attach if necessary): _____
2. Name of Project and Phase: _____
3. Zoning district of the project: _____
4. Zoning Districts adjoining project area (may be marked on attached zoning map): _____
5. Is density compatible with district guidelines? _____
6. Height, number of stories and form of the proposed buildings: _____
7. Ratio of floor area to the site area (FAR)/Percent lot coverage: _____
8. Landscape materials to be placed on site (attach if necessary): _____
9. Erosion and stormwater run-off control (attach if necessary): _____
10. Exterior building materials and landscaping must comply with specific zone district regulations.
11. Location of signs with sign dimensions (attach if necessary): _____

12. Site Plan of lot with a North directional device and plan scale, showing nearest street intersection, dimensions of the lot showing appropriate angles, bearings, and distances (site plan must be sealed and signed by a licensed surveyor or engineer). Note: Survey Plat must be attached to this petition, if not incorporated as part of Site Plan. Other information required on the site plan:
- a. Location, size, and use of each building on the lot.
 - b. All required setbacks and buffer areas.
 - c. Elevation renderings, including building height and façade materials.
 - d. Location and type of any proposed landscape materials, and location of all existing trees over six (6) inch caliper.
 - e. Location, general design and width of driveways, curb cuts, and sidewalks
 - f. Existing and proposed site grades at a minimum of two (2) feet contour intervals. If a site has less than five feet of elevation change, one-foot contours shall be required; contour lines shall extend fifty (50) feet off-site.
 - g. An erosion and stormwater runoff control plan.
 - h. Location, dimensions, and number of off-street parking and loading spaces.
 - i. A photometric plan for any proposed off-street parking areas.
 - j. Location and screening material of trash enclosures.
 - k. Visual representation, location, and dimensions of signs when Sign Plan is submitted in conjunction with Site Plan Review (See Section 430.350)
 - l. Existing and proposed on-site utilities including stormwater collection, detention, gas, electricity, cable service and telephone lines or substations.

I (we) hereby certify that I (we) have a legal interest in the described property, or I (we) am (are) the duly appointed representative(s) of the property owner and that all information given herein is true and a statement of fact. As owner(s) or petitioner(s), I (we) will comply with all requirements and conditions set forth by the City of Fenton’s Planning and Zoning Commission and Board of Aldermen.

(Print Name)

(Petitioner’s Signature)

Address: _____

Phone: _____
Email: _____

Subscribed and sworn to before me this _____ day of _____ 20____.

SEAL:

(Notary Public)

My Commission expires: _____ 20____.

REMINDER: Applications, all attachments, and fee must be received by the Community Development Department at least **thirty (30) days prior to the next Planning and Zoning Commission Meeting** in order to be placed on the agenda for consideration.

IMPORTANT NOTICE

Petitions for Public Hearing

- The Planning and Zoning Commission holds a public hearing on the first Tuesday of every month, 7:00 p.m., at the City of Fenton City Hall, 625 New Smizer Mill Road.
- Prior to the public hearing, the City must have your completed application and other documents delivered to the Community Development Department thirty (30) days in advance of the Commission's next meeting date to post the required public notice. Staff will determine whether the petition will be on the Planning and Zoning Commission agenda for the following meeting.
- Your attendance at the Planning and Zoning Commission meeting is mandatory. Failure to appear will result in a Commission recommendation to continue or deny your request.
- The Planning and Zoning Commission will make their recommendation for approval or denial of your petition to the Board of Aldermen, which meets the fourth Thursday of every month.
- The Board of Aldermen will have final approval or denial of the petition.

If you have any questions, please do not hesitate to call the Community Development Department at (636) 349-8110.

CHAPTER 435, ARTICLE II: SITE PLAN REVIEW

- A. Purpose. This Article sets forth Site Plan Review requirements, processes, and review standards for all new Structures, additions, or certain Structural Alterations within the City, except as provided in Subsection (B) below. All applications for Site Plan Review shall be filed with the Community Development Department to be submitted to the Commission for review and recommendations and to the Board.
- B. Exceptions. Unless otherwise provided for within this Code, Site Plan Review is not required for the following:
1. Single-Family or Two-Family Dwellings and associated Accessory Buildings, Structures, or Uses.
 2. Exterior Building remodels, including, but not limited to, new or replacement roofs, windows, Facade materials (Facade), doors and dock doors, where the Building Height and/or Gross Floor Area of the Building is not altered.
 3. Signage (see Section 430.350).
 4. New and replacement Decks, canopies, awnings, Patios, Porches, sidewalks, stairs, and dock ramps.
 5. Driveway or Off-Street Parking Area resurfacing, replacement, or expansions.
 6. Retaining Walls under eight (8) feet in height.
 7. Interior remodels and finishes.
 8. Accessory Buildings, Structures, or Uses under two hundred (200) square feet and associated with a Non-Residential Use.

This exception to Site Plan Review set forth above does not exempt those activities from other applicable requirements of this Code nor from obtaining all necessary permits.

- C. Off-Site Considerations. The Site Plan must be reviewed to understand how it will affect the surrounding development area, its spin-off development, traffic congestion, adjacent parcels, pavements, and lot size.
- D. Application Submission Requirements For Site Plan Review. An application for Site Plan Review shall be submitted on forms prescribed for this purpose by the Director, along with the application fee in accordance with Addendum A.² Said application may be filed by any person submitting proof of a financial, contractual, or proprietary interest in the Property to be developed according to the submitted Site Plan.
- E. Site Plan Requirements. As applicable to the application, a Site Plan with sufficient information for the Director to review the application with the requirements of this Code shall be included with the application, which may include:
1. North directional device and plan scale.
 2. Location, size, and use of each Building on the Lot.
 3. All required Setbacks and Buffer Areas.

4. Elevation renderings, including Building Height and Facade materials.
 5. Dimensions of the Lot and Lot Area.
 6. Location of all existing trees over six-inch caliper.
 7. Location and type of any proposed landscape materials.
 8. Location, general design, and width of Driveways, curb cuts, and sidewalks.
 9. Existing and proposed site grades at a minimum of two (2) feet contour intervals. If a site has less than five (5) feet of elevation change, one (1) foot contours shall be required; contour lines shall extend fifty (50) feet off site.
 10. An erosion and stormwater runoff control plan.
 11. Location, dimensions, and number of Off-Street Parking and Loading Spaces (see Chapter 430, Article I).
 12. Location and Screening material of trash enclosures (see Section 425.210).
 13. Location and illumination levels of Off-Street Parking Area lighting standards in accordance with Section 430.110.
 14. Existing and proposed on-site utilities including stormwater collection and detention, gas, electricity, cable service and telephone lines, or substations.
 15. Visual representation, location, and dimensions of Signs when Sign plan is submitted in conjunction with Site Plan Review under Section 430.350.
 16. A photometric plan for any proposed Off-Street Parking Areas (see Chapter 430, Article I).
- F. The Director may waive the requirement for a Site Plan or information required thereon or on the application upon written request of the Applicant and a finding by the Director that based on the specific facts of the application such information would not be necessary to review the application for compliance with this Code.

Fees Schedule for Site Plan Review Application

Site Plan Review Application Fees shall be based upon the value of construction, as follows:

<u>Value of Construction</u>	<u>Fee</u>
Up to \$25,000	\$500.00
\$25,001 to \$50,000	\$800.00
\$50,001 to \$100,000	\$1,200.00
\$100,001 to \$250,000	\$1,600.00
\$250,001 to \$500,000	\$2,000.00
\$500,001 to \$1,000,000	\$3,000.00
Over \$1,000,001	0.3 percent of construction cost, not to exceed \$4,000.00