



City Hall
2032 Hanley Road
Dardenne Prairie, MO 63368
Phone 636.561.1718
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(ZONING) - BUILDING AND SITE PLANS APPLICATION – (ZONING)

CITY OF DARDENNE PRAIRIE, MISSOURI

www.DardennePrairie.org

APPLICANT:

Company Name

Printed Name, Title

Street Address

City/State/Zip Code

Telephone

Facsimile

Email Address

STREET ADDRESS OF PROPERTY: _____

OWNER (attach additional):

Contract Purchaser/Developer:

Printed Name

Company Name

Printed Name

Printed Name, Title

Street Address

Street Address

City/State/Zip Code

City/State/Zip Code

Telephone

Facsimile

Telephone

Facsimile

Email Address

Email Address

LEGAL DESCRIPTION OF PROPERTY (other than address) _____

EXISTING ZONING: _____

PROPOSED USE: _____ NO. UNITS: _____

CIVIC ZONE AREA: _____ PROPERTY AREA: _____

BUILDING AND SITE PLANS REVIEW FEE SUBMITTED: _____

Please Note:

- After the Building and Site Plans are approved, and 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, Water Supply District and Sanitary Sewer District will need to review and approve the development.
- Any business occupying the site requires approval of a Business License.
- All plans, architectural drawings, renderings or other materials or visual aids submitted to the City or presented at a meeting shall become the property of the City and part of the permanent record of any approval.

CHECKLIST TO COMPLETE THIS APPLICATION

- Six (6) folded copies of the building and site plans are provided.
Additional copies will be requested upon review by the Town Architect.
- The building and site plans review fee is provided with this application.

Before signing this application, make sure all items above are completed

_____ Applicant's Signature	_____ Date
_____ Owner's Signature (additional below)	_____ Date

NOTE: By affixing signatures to this application form, the Applicant and Owner hereby verify that: they have reviewed the applicable land use regulations; they are familiar with the specific requirements relative to this 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.

PRE-APPLICATION MEETING

It is recommended that a pre-application meeting occur prior to submitting a New Community Plan and/or Building and Site Plans Application. Attendants at this meeting would likely include the owner, developer, developer's architect, developer's engineer and Town Architect. The Town Architect is person or person(s) designated by the City Administrator to carry out the responsibilities established in the Dardenne Prairie SmartCode. To schedule a pre-application meeting, contact the City Administrator at (636) 561-1718. The "standard" pre-application meeting is used for projects in the conceptual design stage. The goals of the meeting are to:

1. Discuss the City Plan, SmartCode and Municipal Code, as applicable to the site.
2. Address potential issues and discuss potential solutions to technical and design review issues.
3. Address potential environmental review issues and discuss potential solutions.
4. Provide direction to the applicant, owner, developer, and design professions regarding the City's development process and submittal requirements, appropriate sequences of required plan review and processes.

MINIMUM SUBMITTAL REQUIREMENTS – Items 1 and 2 may be made simultaneously.

1. For preliminary site and building approval:
 - Building Disposition
 - Building Configuration
 - Building Function
 - Parking Standards
 - Property Line Configuration
 - A Stormwater Management Plan (pursuant to Chapter 550 of the Municipal Code)
2. For final site and building approval, in addition to the above:
 - Landscape Standards
 - Signage Standards
 - Special Requirements
 - Architectural Standards

APPLICATION FOR BUILDING AND SITE PLANS APPROVAL / CHECKLIST

1. Civic Zones Plans
 - a. The site plan shall be prepared on sheets not to exceed twenty-four (24) inches by thirty-six (36) inches.
 - b. 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 Town Architect can readily interpret the plan and shall include more than one (1) drawing where this is required for clarity.
 - c. Parking for Civic Zones shall be determined by Warrant.
 - d. Civic Spaces shall be generally designed as described in Article 6, Table 2 of the SmartCode.
 - e. The design aspects of Civic Zones design shall be determined by Warrant.
2. Building Plans
 - a. The building plan shall be prepared on sheets not to exceed twenty-four (24) inches by thirty-six (36) inches.
 - b. The building plan shall include a plan view and elevation view and shall be of an appropriate scale and of such accuracy that the Town Architect can readily interpret the plan and shall include more than one (1) drawing where this is required for clarity.
 - c. The building configuration shall be pursuant to Section 5.7 of the SmartCode.
 - d. Architectural standards shall be pursuant to Section 5.13 of the SmartCode.
 - e. The building function shall be listed on the plan. Building functions shall be pursuant to Section 5.8 the SmartCode.
 - f. Signage shall be pursuant to Section 5.12 of the SmartCode.

3. Site Plans

- a. The site plan shall be prepared on sheets not to exceed twenty-four (24) inches by thirty-six (36) inches.
- b. 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 Town Architect can readily interpret the plan and shall include more than one (1) drawing where this is required for clarity.
- c. The property shall be identified by 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 and signature.
- d. It shall show the scale, north point, boundary dimension, natural features such as woodlot, streams, rivers, lakes, drains, topography at least two (2) foot contour intervals and similar features.
- e. It shall show existing manmade features such as buildings, structures, easements, required setback, high tension towers, pipelines, existing utilities such as water and sewer lines, etc., excavations, bridges, culverts and drains and shall identify adjacent properties and their existing uses.
- f. It shall show the location, proposed finished floor and proposed grade line elevations, size of proposed main and accessory buildings, their relation one to another and to any existing structures to remain on the site and the height of all buildings and structures as well as building elevations and materials proposed for the structures under consideration.
- g. Building setbacks shall be pursuant to Section 5.6 of the SmartCode.
- h. It shall show the proposed design and layout of 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 City Plan. Parking location and standards shall be pursuant to Section 5.10 of the SmartCode.
- i. 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. A note guaranteeing that 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.
- j. A landscape plan that meets the requirements of Section 5.11 of the SmartCode and the requirements of Section III of the City's Arboricultural Specifications and Standards of Practice Manual and shall be included as part of the final site plan submitted.
- k. Any proposed alterations to the topography and other natural features shall be indicated including required stormwater detention facilities.
- l. The location, height and intensity of all exterior lighting.
- m. The location and screening proposed for all trash collection areas.
- n. Depict flood hazard boundaries as shown on FEMA maps.
- o. An erosion/silt control plan.
- p. Any other information deemed necessary by the Town Architect.