



City Hall
2032 Hanley Road
Dardenne Prairie, MO 63368
Phone 636.561.1718
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WARRANT REQUEST - UPTOWN ZONING DISTRICT

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 AND/OR DEVELOPMENT NAME: _____

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) _____

TRANSECT ZONE: _____

PROPOSED USE: _____

NEW COMMUNITY PLAN SUBMITTAL DATE: _____

BUILDING AND SITE PLAN SUBMITTAL DATE: _____

Please Note:

- New Community Plans and Building and Site Plans shall record the numbers of any Warrants and Variances on the Regulating Plan.
- Whether a deviation from the Dardenne Prairie SmartCode requires a Warrant or Variance shall be determined by the Town Architect.
- There shall be two types of deviation from the requirements of this Code: Warrants and Variances.
- A Warrant is a ruling that would permit a practice that is not consistent with a specific provision of this Code but is justified by the SmartCode provisions of Section 1.3 Intent. The Town Architect shall have the authority to approve or disapprove administratively a request for a Warrant pursuant to regulations established by the Board of Aldermen.
- A Variance is any ruling on a deviation other than a Warrant. Variances shall be granted only in accordance with Section 89.100, RSMo., as amended and requires the submission of a separate Variance Application.
- The request for a Warrant or Variance shall not subject the entire application to public hearing, but only that portion necessary to rule on the specific issue requiring the relief.
- The following standards and requirements shall not be available for Warrants or Variances:
 - a. The maximum dimensions of traffic lanes. (SmartCode Table 14A and 14B.)
 - b. The required provision of Rear Alleys and Rear Lanes.
 - c. The permission to build Accessory Buildings.
 - d. The minimum requirements for parking. (See Table 9 and 10).
- 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 New Community Building and/or Building and Site Plans are provided. *Additional copies will be requested upon review by the Town Architect.*

[] _____ Pages of Requested Warrant(s) attached.

_____ 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.

REQUESTED WARRANT(S)

Street address of property and/or development name: _____

Description of requested Warrant referencing SmartCode Article deviation: _____

City Use Only

Approved By Town Architect:

Disapproved By Town Architect:

Town Architect Representative - Signature

Date

Town Architect Representative -Printed Name

Title

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 2 and 3 may be made simultaneously.

1. For New Community Plans:
 - Within the Growth Sectors the provisions of Article 3 and this Code in general shall be available By Right, upon request by the owner or developer.
 - May be prepared in the absence of a Regional Plan or Comprehensive Plan by approval of the Board of Aldermen after a public hearing and upon a recommendation by the Planning and Zoning Commission.
 - Shall be submitted in accordance with the provisions of Article 3 of the Dardenne Prairie SmartCode.
2. 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)
3. For final site and building approval, in addition to the above:
 - Landscape Standards
 - Signage Standards
 - Special Requirements
 - Architectural Standards