



Department of Planning and Development
2348 S Brentwood Blvd.
Brentwood, MO 63144
(314) 962-4800
fax (314) 962-5632
www.brentwoodmo.org

Instructions for Filing Application for a Conditional Use Permit/Site Plan Review

1. The Planning and Zoning Commission meets on the second Wednesday of each month at 7:00 p.m. at Brentwood City Hall in the Aldermanic Chambers.
2. The Petitioner or authorized representative should attend the Planning and Zoning Commission meeting to address any questions regarding the petition.
3. The filing deadline is the last Wednesday of each month. Incomplete applications may be delayed or postponed.
4. The Petitioner must submit the following:
 - Completed application for Conditional Use Permit/Site Plan Review
 - 20 copies of legal description
 - 20 folded copies of the site plan
 - 20 copies of the application
 - Conditional use permit application fee (\$100)
5. The site plan shall be drawn and certified or sealed by a licensed professional architect or engineer and shall be drawn accurately to line and scale.
6. Upon review and a recommendation by the Planning and Zoning Commission, the petition will be forwarded to the Board of Aldermen for a public hearing. The public hearing must be advertised no less than 10 days in advance and notification given to all property owners within 300 feet is required.
7. All conditional use permits are subject to approval by the Board of Aldermen. Specific conditions may be included as a condition of approval.
8. Any conditional use permit approved by the Board of Aldermen may be revoked at any time upon a finding that the permitted conditional use will, or has, become unsuitable or incompatible in its approved located as a result of any nuisance or activity generated by the use, or as the result of either an instant or continual violation of the terms and conditions of the original conditional use permit approval.
9. If you need additional assistance, please contact the Director of Planning & Development at (314) 963-8629.



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Application for a Conditional Use Permit/Site Plan Review

Petitioner Information

Petitioner name: _____ Email: _____

Address: _____

Phone: _____ Alt. phone: _____ Fax: _____

Authorized agent for petitioner: _____ Email: _____

Address: _____

Phone: _____ Alt. phone: _____ Fax: _____

Property owner name (if different): _____ Email: _____

Address: _____

Phone: _____ Alt. phone: _____ Fax: _____

SITE INFORMATION

Address: _____

Locator number: _____ Zoning district: _____ Acres/square feet: _____

Present use: _____ Proposed use: _____

Legal description (may be attached): _____

PROPOSED PROJECT

What is the proposed conditional use? _____

Hours of operation: _____ Days of week: M T W TH F S SU # Employees: _____

Delivery Information: Time(s): _____ Type(s): _____

Restaurants Only

Dine-in Carry-out Will a liquor license be requested? Yes No

Gross floor area (GFA)

Existing: _____ s.f.

Additional proposed: _____ s.f.

Total proposed: _____ s.f.

Parking spaces: Existing: _____ Additional proposed: _____ Total proposed: _____

Loading space(s): Existing: _____ Additional proposed: _____ Total proposed: _____

Calculation based on (from Section 25-289, schedule of required parking spaces, Brentwood Zoning Code):

Site Coverage

% of site coverage before development: _____

% of site coverage after development: _____

Are you requesting a site coverage bonus? _____

Please describe any outstanding landscape and/or site plan features proposed in exchange for bonus:

Please provide complete responses to the following questions. You may attach additional sheets if needed.

Describe in general terms the nature and operation of the proposed conditional use: _____

How will the proposed conditional use impact the immediate neighborhood? _____

How will the proposed conditional use be served adequately by public utilities? _____

What impact will the proposed conditional use have on public services such as police and fire protection? _____

Describe how the posed conditional use will impact traffic: _____

The undersigned hereby represents upon all the penalties of the law, for the purpose of inducing the city of Brentwood, Missouri to take herein requested, that all statements herein are true in that all work herein mentioned with shall be done in accordance with the ordinances of the city of Brentwood.

Date

Signature of Applicant (Print Name)

Date

Signature of Owner (Print Name)



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SITE PLAN REVIEW CHECK LIST

- _____ Twenty copies of site plan application
- _____ Twenty folded copies site plan
- _____ \$100 application fee

Required Site Plan Information

- _____ A site location diagram indicating the site in relation to the surrounding streets and the city's major street network.
- _____ Title block and reference information, including:
 - Name of project
 - Name of property owner
 - Name of applicant/developer
 - Name of architect/engineer
 - Scale, both numerical and graphical
 - Date of submission with provision for dating revisions
- _____ Site dimensions: Show dimensions of site perimeter, applicable zoning setback lines, site area in square feet and access.
- _____ Site surroundings: Indicate the property lines, ownership, and location of all buildings occupying and property abutting subject property or location within a distance of three hundred (300) feet from the perimeter of the site.
- _____ Easements and restrictions: Indicate the location and nature of easements, zoning boundaries or other restrictions or limitations on the use of the subject site.
- _____ Site topography: Provide existing and proposed contours at intervals of two (2) feet or less.
- _____ Building location, size and sitting: Outline the dimensions from the property lines the "foot print" of all buildings (including location of dumpsters and waste disposal areas). All building extensions or projections beyond the primary façade should be drawn with dotted lines. Indicate building perimeter dimensions and heights.
- _____ Parking layout and driveways: Include notation of parking stall size, aisle and driveway widths, and number of cars in each row of parking spaces.
- _____ Landscaping plan: Describe existing and proposed landscape material by size and species along with related site improvements such as retaining walls, walkways, plazas, etc. Preliminary submission should show generalized massing of major existing tree groups and approximate location of all trees over nine-inch caliper and indicate whether to remain or to be removed. The final plan should locate all trees over six-inch caliper and indicate which are to remain and which are to be removed as well as accurately describe the size, type and location of all planned plant material.
- _____ Utilities: Indicate provision for or access to major utilities including water, storm sewers, sanitary sewers, gas and electricity.
- _____ Stormwater management and erosion control: Indicate provisions to be made to direct and detain stormwater on site in accordance with applicable city regulations and to mitigate erosion both during and following completion of construction.
- _____ Lighting plan: Indicate the location of light standards along with both a graphic and catalog reference describing the proposed standards.
- _____ Development data: Indicate in tabular form on the site plan the following:
 - Site area in square feet and acres
 - Gross building floor area in square feet
 - Gross floor area, GFA, square feet
 - Floor area ratio (3/1)
 - Building coverage (building "foot print"/1)
 - Site coverage (6 + parking & driveway areas/1)

- Parking spaces required
- Parking spaces provided
- Existing and proposed zoning

_____ Flood plain information relating to the location of the 100 year flood plain.

_____ Any additional information that is deemed by the Planning Commission to be reasonably necessary to adequately evaluate the proposed use or activity and its effects on the City, including, without limitation, additional studies (e.g. traffic impact analysis, impacts on natural features and drainage, soil tests), graphics (e.g. aerial photography), or written materials.

Additional Information to all Site Plan Review Applicants

1. The site plan shall be drawn and certified or sealed by a licensed professional architect or engineer.
2. The site plan must be drawn to scale and with reasonable accuracy.
3. During site plan review, the applicant will be asked to provide architectural elevations of any building additional or new buildings. This includes material and color samples. Building profiles and exterior materials shall be shown by elevation and/or section drawings. While these architectural schematics should be drawn to scale, they may be drawn freehand if accurately and skillfully executed.
4. Sit-down, carry-out, and fast food restaurants must submit a floor plan of the restaurant as well. This is to help determine parking, by considering the floor plan of the restaurant.
5. Flood plain information relating to the location of the 100-year flood plain and if a flood plain exists on the property.
6. Please contact the Director of Planning and Development at 963-8629 with additional questions.