

Department of Planning & Development
2348 S. Brentwood Boulevard
Brentwood, MO 63144
314-962-4800
fax 314-962-5632
www.brentwoodmo.org

APPLICATION FOR SITE PLAN REVIEW
PLANNING AND ZONING COMMISSION

Project name: \_\_\_\_\_

PETITIONER INFORMATION

Name of applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Other (Pager, Cell): \_\_\_\_\_

Name of architect/engineer preparing plan: \_\_\_\_\_

SITE INFORMATION

Address: \_\_\_\_\_

Locator number: \_\_\_\_\_ Zoning district: \_\_\_\_\_ Acres/square feet: \_\_\_\_\_

Present use: \_\_\_\_\_ Proposed use: \_\_\_\_\_

PROPOSED PROJECT

Project description: \_\_\_\_\_

Gross floor area (GFA) Existing: \_\_\_\_\_ s.f. Additional proposed: \_\_\_\_\_ s.f. Total proposed: \_\_\_\_\_ s.f.
Site Coverage % of site coverage before development: \_\_\_\_\_ % of site coverage after development: \_\_\_\_\_

Describe in terms of any other units of measurement the use of occupancy of the building(s) such as maximum seating capacity, number of employees, number of tables, etc.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

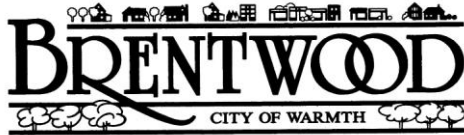
Parking spaces: Existing: \_\_\_\_\_ Additional proposed: \_\_\_\_\_ Total proposed: \_\_\_\_\_
Loading space(s): Existing: \_\_\_\_\_ Additional proposed: \_\_\_\_\_ Total proposed: \_\_\_\_\_
Calculation based on: \_\_\_\_\_

CERTIFICATION

The undersigned hereby certified that he/she has read and examined this application and that the proposed project is accurately represented in the statements made in this application.

\_\_\_\_\_
Name

\_\_\_\_\_
Date



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## SITE PLAN REVIEW CHECK LIST

- \_\_\_\_\_ Twenty copies of site plan application
- \_\_\_\_\_ Twenty folded copies of site plan (must be folded)
- \_\_\_\_\_ Twenty copies of any other material submitted

### 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. Generalized massing of major existing tree groups and approximate location of all trees over nine-inch caliper, whether to remain or to be removed, to be shown on preliminary submission. 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 describing accurately 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:

1. Site area in square feet and acres
2. Gross building floor area, GFA, in square feet
3. Gross leasable floor area, GLA, square feet
4. Percentage of leasable to gross floor area (GLA/GFA)
5. Floor area ratio (leasable floor area/site area)
6. Building coverage (building "foot print"/site area)
7. Site coverage (building coverage + parking & driveway areas/site area)
8. Parking spaces required
9. Parking spaces provided
10. 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. A preliminary plan may be submitted in sketch form, but must be drawn to scale and with reasonable accuracy.
2. The final site plan shall be drawn and certified or sealed by a licensed professional architect or engineer.
3. Final submission shall include schematic architectural elevations of any building addition or new building. 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. Flood plain information relating to the location of the 100-year flood plain and if a flood plain exists on the property.
5. A stormwater pollution prevention plan (SWPPP) is required for projects disturbing greater one acre (43,560 sq. ft.) or more of land.
6. A grading & excavation permit application is required for projects disturbing 3 cubic yards or greater of land.
7. Land development activity shall maintain a fifty (50) foot vegetative buffer from solid blue line streams on the USGS map, and twenty-five (25) feet from all other streams with a drainage area of 25 acres or more.
8. Please contact the Director of Planning and Development, at 963-8629 with additional questions.