



5490 Fifth Street, Cottleville, MO 63304

Department of Development and Engineering Services

Phone: (636) 498-6565 Fax: (636) 498-6575

SITE PLAN APPLICATION

Application No.: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Filed: \_\_\_\_\_

OWNERSHIP INFORMATION:

Property Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date Property Acquired: \_\_\_\_\_ Utilities Provided: (Water) \_\_\_\_\_ (Sewer) \_\_\_\_\_  
*(Missouri American, Duckett Creek, Private, Other)*

APPLICANT INFORMATION:

Name of Applicant(s): \_\_\_\_\_

Applicant(s) Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

DESIGN CONSULTANT INFORMATION:

Name of Consultant(s): \_\_\_\_\_

Consultant(s) Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

LOCATION OF PROJECT:

Development Name: \_\_\_\_\_

Address: \_\_\_\_\_ Tax Parcel Number(s): \_\_\_\_\_

Current Land Use: \_\_\_\_\_ Size of Parcel (Sq.Ft. or Acres): \_\_\_\_\_

Legal Description of Property (other than address): \_\_\_\_\_

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

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**ZONING REQUEST:**

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Purpose of Zoning Change: *(Include the maximum # of residential units or non-residential square footages)*

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**REQUIRED DOCUMENTATION:**

- Application Fee \$\_\_\_\_\_ (See Development Fee Schedule). Please make a check payable to the City of Cottleville.
- 2 folded copies of a scaled map of the property, correlated with the legal description and clearly showing the location of the property.
  - **IN ADDITION TO HARD COPIES, AN ELECTRONIC COPY OF ALL PLAN(S) ARE ALSO NEEDED.**
- A printed and electronic text formatted legal description of the property.
- The applicant is required to appear before the Commission.

**ADDITIONAL INFORMATION:**

Every Site Plan submitted to the Commission shall meet the following requirements:

- A. 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 Commission can readily interpret the Plan, and shall include more than one drawing where required for clarity.
- B. The property is identified by lot lines and location, including dimensions, 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, registered engineer or land surveyor. It shall also include the name and address of the property owner(s), developer(s), and designer(s).
- C. It shall show the scale, north point, boundary dimensions, natural features such as wood lots, streams, rivers, lakes, drains, topography (at least five (5) foot contour intervals; when terrain is irregular or drainage critical, contour intervals shall be two (2) feet), and similar features.
- D. It shall show existing manmade features such as buildings, structures, easements, high tension



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towers, pipe lines, existing utilities such as water and sewer lines, etc., excavations, bridges, culverts and drains and shall identify adjacent properties within one hundred (100) yards and their existing uses.

- E. It shall show the location, proposed finished floor and grade line elevations, size of proposed main and accessory buildings, their relation 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 construction.
- F. It shall show the proposed 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 lanes, service parking and loading zones, in conformance with the requirements set forth in Section 10.
  - 1. Parking spaces required (show how determined).
  - 2. Off-Street Loading Requirements - Section 10
  - 3. Parking Plan Requirements - Section 10.
  - 4. The design requirements as stated in Section 10 are shown on a submitted plan.
- G. 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. 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.
- H. A Landscape Plan that meets the requirements of Section 15, "Landscaping and Screening Regulations", is included as part of the Site Plans submitted.
- I. Any proposed alterations to the topography or other natural features is indicated.
- J. The location, height and intensity of all exterior lighting is shown.
- K. The location and screening proposed for all trash collection areas is shown.
- L. Any other information deemed necessary by the Commission.

### **APPLICATION AGREEMENT:**

By affixing signatures to this application form, the Applicant and Owner hereby verify that: they have reviewed the applicable zoning regulations; they are familiar with the specific requirements relative to this application; and they take full responsibility for this application.

The Applicant/Owner further agrees to allow the City of Cottleville to enter onto the subject property to



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install a sign informing of any Public Hearing that may take place with respect to the application and further agree to allow the agents of the City of Cottleville to enter onto the subject property to inspect the land and buildings.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand this application, including any plans submitted, is public information. I authorize reproduction of any plans/reports for purposes of application processing and reporting.

\_\_\_\_\_  
Applicant's Signature                      Print Name                      Date

\_\_\_\_\_  
Consultant's Signature                      Print Name                      Date

This application is made with my full knowledge and consent.

\_\_\_\_\_  
Owner's Signature                      Print Name                      Date