

**CITY OF DES PERES, MO**

**PETITION FOR SITE PLAN APPROVAL**

**APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**REQUEST (Preliminary/Final):** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DEVELOPMENT NAME:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**USE:** \_\_\_\_\_ **ZONING:** \_\_\_\_\_

**SITE AREA:** \_\_\_\_\_ **FLR. AREA:** \_\_\_\_\_

Two (2) complete hard copy sets of the petition with application, fees and PDF ([Acknox@DesPeresMO.org](mailto:Acknox@DesPeresMO.org)) must be submitted to the Department of Public Works by the 15<sup>th</sup> day of the month. After staff review and revision, fifteen (15) sets must be submitted by the last Wednesday of the month to be eligible for the Planning & Zoning Commission meeting the following month. Plans & documents must be folded to letter size. Petitions that are incomplete will be returned without review.

We have read this petition and agree to abide by all of its provisions. We have read the City of Des Peres Municipal Code and will comply with all applicable requirements. We have not attempted to pay any city official a fee, commission or gratuity to advance this petition. We have not knowingly provided any false information associated with this petition and agree to be entirely truthful about our intentions during public meetings. This is certified by our signatures below:

**APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUBMITTAL PLAN REQUIREMENTS**

**SITE PLAN APPROVAL**

**PRELIMINARY PLAN**

\_\_\_\_\_ **FEE OF \$250 (C-2, C-3)**

**EXPLANATION**

\_\_\_\_\_ Provide Written Explanation of New Improvements & Reasons for This Work.  
\_\_\_\_\_ (One Half Page or Less, Typed)

**SITE PLAN**

- \_\_\_\_\_ Title block, Name, Status & Date
- \_\_\_\_\_ North arrow, Legend & Locator Map
- \_\_\_\_\_ Scale no greater than 1"=100'
- \_\_\_\_\_ Seal & Signature of Licensed Engineer, Surveyor or Architect
- \_\_\_\_\_ Legal Description of Property
- \_\_\_\_\_ Status of Request (on plans)
- \_\_\_\_\_ Traffic & Parking Study (if requested)
- \_\_\_\_\_ Water Courses & 100 Year Flood Plain Location
- \_\_\_\_\_ Sanitary & Storm Sewers
- \_\_\_\_\_ Stormwater Detention Basin Size, Elevation & Capacity
- \_\_\_\_\_ Water Line Size & Capacity & Hydrants
- \_\_\_\_\_ Utility Easements with Type & Width
- \_\_\_\_\_ Topography to the Nearest 2 Ft.
- \_\_\_\_\_ Building Gross Floor Area, Elevation & Cross Sections, Heights
- \_\_\_\_\_ Street Right-Of-Way & Pavement Width
- \_\_\_\_\_ Street Cross Sections & Profiles
- \_\_\_\_\_ Sidewalks
- \_\_\_\_\_ Lot Dimensions, Setbacks & Area
- \_\_\_\_\_ Buffer Yards with Dimensions
- \_\_\_\_\_ Lot Coverage Calculations
- \_\_\_\_\_ Internal Driveways, Parking Lots and Total Spaces
- \_\_\_\_\_ Loading Areas

**MASTER, COMBINED PLAN, OR REVISED**

\_\_\_\_\_ **FEE OF \$500 (C-1); \$1,000 (C-2, C-3)**

- \_\_\_\_\_ Preliminary Plan Requirements (From Above)
- \_\_\_\_\_ Lighting Fixture Type, Height & Intensity Depicted in a Photometric Plot
- \_\_\_\_\_ Landscaping Plan, Tree Inventory & Replacements
- \_\_\_\_\_ Refuse Enclosure Elevation Drawings & Screening Materials
- \_\_\_\_\_ Building Material Samples
- \_\_\_\_\_ Building Renderings Depicting Architectural Styling
- \_\_\_\_\_ Development Phasing
- \_\_\_\_\_ Signage