



Planning Division

Procedure for Site Development Plan Approval

The purpose of the Site Development Plan is to enable the City to consider potential impacts upon the area in the vicinity of the property, to ensure consistency with good planning practice, and to ensure high standards of site design for the general welfare of the City and its residents.

This outline is intended to serve as a guide to the procedures associated with Site Development Plan review. This outline of procedures and requirements does not substitute for the adopted ordinances of the City of Creve Coeur. It is intended solely to serve as a convenience to the applicant, and should conflicts be found between this outline and the ordinances, the ordinances shall prevail.

Overview of Submittal Requirements

The following is a list of minimum requirements for the review of a site development plan:

- Planning and Zoning Commission agenda application.
- Filing Fee and Escrow (separate checks - \$250.00 and \$2,000.00).
- Site Development Plan.
- Electronic copies of all items submitted. (USB or CD)

An application will not be accepted unless all above items have been received.

Submittal Requirements

1. Submit one (1) completed Planning and Zoning Agenda Application along with proof of financial, contractual or proprietary interest in the subject property by the applicant to the Creve Coeur Department of Community Development at 300 North New Ballas Road.

If the site plan involves a Conditional Use Permit or Rezoning, please submit other applicable petitions or applications as necessary.

2. The application must be accompanied by a \$250.00 filing fee and a \$2,000.00 administrative escrow. Please provide separate checks made out to the City of Creve Coeur.
3. The application must also be accompanied by four (4) copies of the proposed Site Development Plan. These copies must be folded to an approximate 9"x14" size or smaller.
4. The submitted Site Development Plan must contain the following information outlined in Section 26-115.2(b)3 of the Zoning Code:
 - All submissions to the City's Planning and Zoning Commission and City Council shall be properly sealed and signed by a licensed architect, professional engineer, or land surveyor registered in the State of Missouri, as appropriate for the plan submitted. The seal, signature and print date shall appear on all original documents. Two of the required submittal print sets shall be an original seal and signature on the first sheet as evidence

the submitted material was prepared under the direction and control of the architect, professional engineer or land surveyor.

- Locator map, north arrow and plan scale.
- Current zoning classification, proposed zoning classification, subdivision name, lot number, and zoning of adjacent parcels.
- Title block including name or proposed project, name, address and phone number of preparers and project applicant or owner.
- Proposed use of each building and distance from adjacent property lines and required setback lines.
- The location and size of each building on the site.
- Legal description of the parcel or lot, the dimensions and area of the lot or site.
- The height and number of stories of the proposed building or buildings.
- Building schematic elevations depicting general size, shape and special design elements proposed as well as proposed materials to be used. Include two (2) sections at 90 degrees from each other through the proposed site and building(s).
- Location and identification of all easements (existing and proposed).
- Identification of utilities serving the site, watershed, fire district, and school district.
- Location of existing and proposed sewage treatment, storm water collection and detention (if applicable) and preliminary storm water runoff calculations (if applicable) – amount of detention required and provided.
- Existing and proposed contour lines or elevations based on mean sea level datum.
- Site coverage data in a percentage form (a ratio of building and paved area to green space).
- The ratio of floor area to the site area (FAR).
- The location and number of proposed parking spaces, surface lot or structures, in relation to the applicable parking regulations in Article VI. The layout shall include curb cuts, sidewalks, dimensional driveways and typical parking spaces showing handicapped parking and accessibility.
- Location and height of all light poles and trash enclosures.
- Existing and proposed landscaping including size and generic type of plant material as well as related site improvements such as walls, berms, fences and walkways.

Review Process

1. The Creve Coeur Planning Staff will review the submission and determine its compliance with review standards, including the Zoning Ordinance, Comprehensive Plan, Design Guidelines, and the Pedestrian Plan. The applicant will be notified regarding any deficiencies found in the submitted documents. Should the deficiencies be minor in nature, revised information can be submitted and the item placed on the agenda of the Planning and Zoning Commission. If there are major deficiencies, the item will be held until the next available agenda date.
2. The regular meeting of the Planning and Zoning Commission is the first and third Mondays of each month. Review by city staff may take up to sixty (60) days depending on the quality of the submission. This review period may be shortened if all zoning requirements and other applicable standards have been addressed.
3. The Planning and Zoning Commission will consider the Site Development Plan at its regularly scheduled meeting. The meetings are held at 6:30 p.m. in the Council Chambers at the Creve Coeur Government Center, 300 North New Ballas Road and are open to the public.

The applicant or his/her representative will be required to give a brief presentation regarding the project. This presentation should be limited to approximately 15 minutes. The applicant's presentation is followed by public comment. The applicant is then provided the opportunity for final comment.

After all comments have been heard, the Commission will discuss remaining issues prior to a vote. Depending on the location of the project and type of request, the Commission will approve, deny, approve with conditions or defer action on the particular plan or make a recommendation to City Council.

An item that has been deferred will be placed on the next P&Z agenda if additional information is proved in a timely fashion.

4. Should the project require City Council review but does not require a public hearing, the item will be placed on the next City Council meeting, which is typically the following Monday. City staff will forward the P&Z Commission's recommendation, staff reports, and other applicable materials to City Council for review.

The City Council meets on the 2nd and 4th Mondays of the month at 7:00 p.m. in the Council Chambers of the Creve Coeur Government Center.

At the meeting, the applicant or his/her representative must again give a brief presentation of the proposed project for the City Council. The opportunity for public comment is provided thereafter.

The City Council will either approve, deny, approve with conditions, or defer action on the application.

Please see the Conditional Use Permit and Rezoning procedures for requests that involve a public hearing.

5. Once approval of the Site Development Plan is received by the Planning and Zoning Commission and/or the City Council, as necessary, the applicant may submit Site Improvement Plans to the Planning Division for review and approval and/or Building Plans to the Building Division for review and approval.