

**CITY OF OLIVETTE
PLANNING & COMMUNITY DESIGN
COMMISSION
RESIDENTIAL INFORMATION PACKET
PETITION APPLICATION FOR
CONSTRUCTION OF A NEW HOME, ADDITION, EXTERIOR ALTERATION, OR
ACCESSORY STRUCTURES**

APPLICATION - 3

SCHEDULE OF DATES - 4

REVIEW FEE CALCULATION SINGLE FAMILY RESIDENCE & ADDITION - 5

REVIEW FEE CALCULATION ACCESSORY STRUCTURE - 6

SUBMISSION LIST - 7

SR SINGLE FAMILY RESIDENTIAL DISTRICT REGULATIONS - 11

COMMUNITY DESIGN REVIEW REGULATIONS - 13

SITE PLAN REVIEW REGULATIONS - 15

ACCESSORY STRUCTURES - 17



...in the center of it all

**City of Olivette Public Services
Department of Planning & Community Development
1200 North Price Road
Olivette, MO 63132**

www.olivettemo.com
**(314) 993-0252 (Office)
(314) 994-9862 (Fax)**

APPLICANT

All correspondence prepared by staff shall be forwarded to the Applicant. The Applicant is responsible to distribute and forward this information to any other involved parties.

Name and Title: _____

Company Name: _____

Address: _____ City: _____ Zip Code: _____

E-mail Address: _____ Phone Number: _____ () _____

As the applicant, which of the following apply:

- | | | |
|--|---|--|
| <input type="checkbox"/> Developer | <input type="checkbox"/> Contractor | <input type="checkbox"/> Owner |
| <input type="checkbox"/> Registered Engineer | <input type="checkbox"/> Registered Architect | <input type="checkbox"/> Licensed Surveyor |

This petition is for which of the following (Petitions may be for more than one of the items noted below):

- | | | |
|---|--|---|
| <input type="checkbox"/> New Single Family Residential Construction | <input type="checkbox"/> Major Residential Addition and/or exterior modification | <input type="checkbox"/> Amendment to Active Site Plan or Community Design Review |
| <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Other (Site Plan Review) | <input type="checkbox"/> Minor Site Plan Review |

PROPERTY INFORMATION

Address of Property: _____

St. Louis County Tax ID No. _____

Legal Description of Property: _____

OWNERSHIP (If applicant is not the owner):

Name of Owner: _____

Mailing Address: _____ City: _____ Zip Code: _____

Phone Number: _____ () _____ E-mail: _____

The petition application, three (3) sets of plans containing all the attached submission standards, PDF files of all the documents submitted, and a review fee must be submitted to the Department of Public Services thirty (30) days before a scheduled meeting. Amendments to an active Community Design or Site Plan Review in which an active Construction Permit under Article XVIII of Chapter 400 has not been completed is \$100. Amendments to active Community Design Review with Site Plan Review is \$150.

Staff will review the Petition for compliance within 10 working days. Completed petitions shall be provided staff remarks and recommendations. The applicant will have 10 days to revise the application and submit any requested revised site plan, site section, building plans and project reports for Planning and Community Design Commission (PCDC) review. By Ordinance, the PCDC must take action on the Petition within 60 days, unless the applicant submits a written request for an extension.

An incomplete petition shall be returned to the applicant. The applicant may resubmit for the next scheduled meeting.

To insure that the applicant has read and understands the Petition and submission standards, described herein, please sign the following:

Name of applicant

Date

The Planning and Community Design Commission conducts meeting on the 1st and 3rd Thursday of the month.

Section 425.040 of the Olivette Municipal Code:

- Petitions for Community Design Review for a single family additions and exterior alteration or an accessory structure must be submitted at least 15-days prior to a scheduled meeting date.
- Petitions for Community Design Review, Site Plan Review, and Special Permit Use are reviewed on the 2nd scheduled meeting of the month and must be submitted at least 30-days prior to a scheduled meeting date.

2016-2017 CALENDAR YEAR SCHEDULE OF DATES

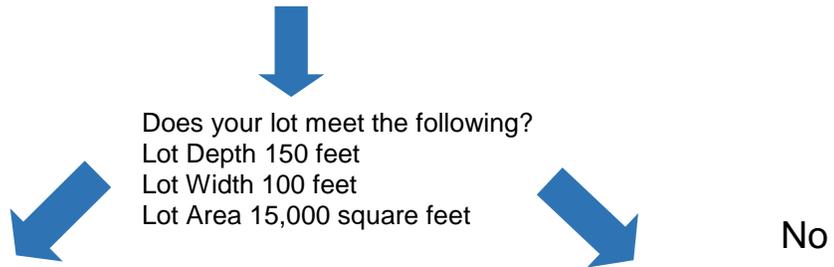
Meeting Dates	30-Day Deadline (New Single Family Homes and Non-residential Petitions)
April 7, 2016	Work Session Only
April 21, 2016	March 22, 2016
May 5, 2016	Work Session Only
May 19, 2016	April 19, 2016
June 2, 2016	Work Session Only
June 16, 2016	May 17, 2016
July 7, 2016	Work Session Only
July 21, 2016	June 21, 2016
August 4, 2016	Work Session Only
August 18, 2016	July 19, 2016
September 1, 2016	Work Session Only
September 15, 2016	August 16, 2016
October 6, 2016	Work Session Only
October 20, 2016	September 20, 2016
November 3, 2016	Work Session Only
November 17, 2016	October 18, 2016
December 1, 2016	Work Session Only
December 15, 2016	November 15, 2016
January 5, 2017	Work Session Only
January 12, 2017	December 20, 2016
February 2, 2017	Work Session Only
February 16, 2017	January 17, 2017
March 2, 2017	Work Session Only
March 16, 2017	February 14, 2017
April 6, 2017	Work Session Only
April 20, 2017	March 21, 2017
May 4, 2017	Work Session Only
May 18, 2017	April 18, 2017
June 2, 2017	Work Session Only

REVIEW FEE CALCULATION FOR NEW SINGLE FAMILY HOMES & RESIDENTIAL ADDITIONS

The new single family home and residential addition flow chart helps determine the type of review and fee for the Petition. The Community Design Review fee for residential additions is dependent upon the square footage of the addition as set forth in Schedule I Land Use Fees. Additional Site Plan Review is required for all lots not meeting the minimum lot size requirements as set forth in Section 400.235. All new homes are subject to \$350 Concept Stormwater Management Plan review in accordance with Chapter 422 Stormwater Management.

Lot Conditions

Lot width, depth, and area dimensions determine if Site Plan Review is required



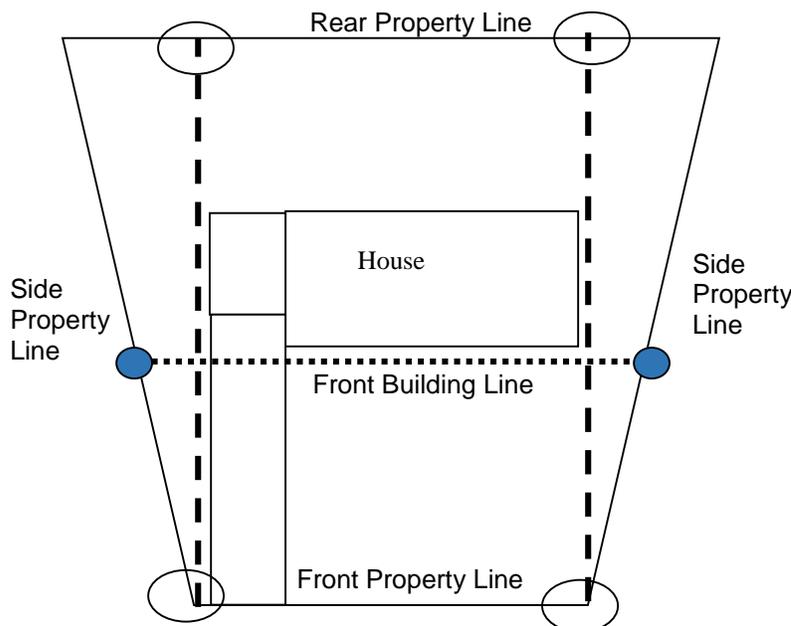
Yes

Item	Fee
Single Family Home	\$600
Addition 400 sf. or less	\$150
Addition in excess of 400 sf. less than 1,200 sf.	\$200
Addition 1,200 sf. or greater	\$250

No

Item	Fee
Single Family Home	\$750
Addition 400 sf. or less	\$300
Addition in excess of 400 sf. less than 1,200 sf.	\$350
Addition 1,200 sf. or greater	\$400

Lot Width & Depth Measurement Explanation



Lot Depth

Average measurement taken at the shortest distances between the front property line and the rear property line.



Lot Width

Straight line across the two points where the Front Building Line intersects with side property line.



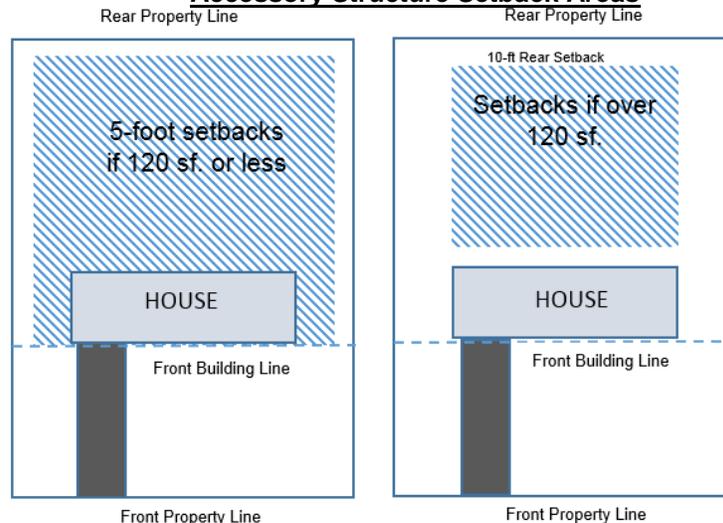
REVIEW FEE CALCULATION FOR ACCESSORY STRUCTURES

Review the Accessory Structures Fee Table below to determine the type of review and review fee for the Petition. The review fee for Community Design Review is dependent upon the size of the accessory structure. Additional accessory structures not enumerated or accessory structures in excess of the noted height or area permitted under Article XVI Accessory Structures and Uses are subject to Site Plan Review in accordance with Article XI and Community Design Review in accordance with Chapter 425.

The total square footage of the combined area of all accessory structures may not exceed twenty-five percent (25%) of a required rear yard without Site Plan Review under Article XI and Concept Stormwater Management Plan Review in accordance with Chapter 422 Stormwater Management. In no case shall the total square footage of the combined area of all accessory structures exceed ten percent (10%) of the total lot area.

Accessory Structure Fee & Compliance Table						
Structure	Does the number exceed the maximum below?	Does the square area exceed the maximum below?	Does the height exceed the maximum below?	Comply with height, area, number, and setbacks?	PCDC Fee for Petition based upon compliance	
	Number	Area (Square Feet)	Height (Feet)	Yes or No	Yes	No
Swing sets, Playhouses, Trampolines, Bounce Houses	n/a	250	12		\$0	\$300 400 sf. or less \$350 Greater than 400 sf. Less than 1,200 sf. \$400 1,200 sf. or Greater
Greenhouses	1	120	10		\$0	
Patio, Deck	n/a	400	4		\$0	
Gazebo, Pergola	n/a	400	15		\$0	
Hot Tub, Spa	n/a	120	15		\$0	
Pool	1	400	4		\$150 SPR	
Accessory Pool Structure, Cabanas, Changing House, Equipment	1	120	6		\$0	
Animal Fence, Kennel, Pen, Corral	1	120	6		\$0	
Animal Shelters	1	60	8		\$0	
Shed	1	120	12		\$0	
Enclosed Accessory Structure (Excess of 120 sf.)	1	400	15		\$150 CDR	

Accessory Structure Setback Areas



**SUBMISSION LIST FOR
RESIDENTIAL COMMUNITY DESIGN REVIEW & SITE PLAN REVIEW
(as revised on March 14, 2016)**

At the time of petition, the following minimum submission standards must be provided. A petition failing to provide the following will not be reviewed and shall be returned.

SITE PLAN

The Petitioner must provide a Site Plan signed and sealed by a Professional Engineer or Registered Land Surveyor of the State of Missouri. Said Site Plan shall be at a scale no greater than one inch equals twenty feet (1" = 20') and shall be provided on a minimum eleven inch by eighteen inch (11" X 18") sheet of paper. The Site Plan must include the following information:

Site Data:

The Site Plan submitted for new single family construction and any residential addition must include the following data in the format provided below:

- Legal description of the property, including Lot Nos., Block data, and Subdivision name.
- Lot information in the following format:

LOT DATA AND ZONING REGULATIONS	
Lot Area:	XX,XXX sf.
Permitted Site Coverage:	XX,XXX sf.
Permitted Residential Floor Area:	XX,XXX sf.
Lot Width	XX ft.
Lot Depth	XX ft.
Front Yard Setback (per subdivision plat)	XX ft.
Side Yard Setback (as per XX% of Lot Width)	XX ft.
Rear Yard Setback (as per 20% of Lot Depth)	XX ft.

- A table similar to the one below showing the calculated site coverage of each of the following existing improvements:

building footprint	X,XXX sf.
driveway/turnaround/sidewalks	X,XXX sf.
Other hard surface areas (decks/pools/etc.)	X,XXX sf.
TOTAL EXISTING IMPERVIOUS AREAS	X,XXX sf.

- A table similar to the one below showing the calculated site coverage of each of the following proposed improvements:

building footprint	X,XXX sf.
driveway/turnaround/sidewalks	X,XXX sf.
Other hard surface areas (decks/pools/etc.)	X,XXX sf.
TOTAL PROPOSED IMPERVIOUS AREAS	X,XXX sf.

Existing Site Conditions:

- Location and the elevation of the benchmark used to establish grade elevations of the subject property.
- All existing contours on said property. All contours shall be at a minimum of one (1) foot and shall extend 50-feet beyond the subject property boundaries.
- All proposed contours on said property. All contours shall be at a minimum of one (1) foot and shall extend 50-feet beyond the subject property boundaries.
- Existing grade elevation at all corners of the lot.
- All existing drainage patterns on the site.
- Location and identification of all utilities and easements servicing the site, including, but not limited to, private water and sewer laterals, water mains, sewer mains, storm sewer mains, and electrical service.
- Location of the existing home, driveway and any other site improvements on the property grounds. Identify which improvements are proposed to be removed.
- The minimum measured distance of the existing home from the front, rear and side lot lines.

-
-
- Existing first floor grade elevation and the existing top of foundation grade elevation.
 - Location and name of species of all existing trees over four (4) inch caliper.
 - The drip line of each tree identified above and a designation of those trees to be retained.
 - Location or indication of the nearest downstream storm sewer inlet to the subject property.
 - Location and height of all existing and proposed retaining walls, fences (including privacy fences around patios, etc.) and the materials of which they are made of (Provide indication of which are planned to be removed).
 - Location and height of any earth berms (Provide indication of which are planned to be removed).

Proposed Improvements:

The Site Plan submitted for all new single family construction must include the following site information:

- Location and general design (width and material) of all driveways, curb cuts and sidewalks, including connections to building entrances.
- Location, size and height of the proposed structures on the site.
- The minimum measured distance of the proposed home from the front, rear and side lot lines.
- Proposed elevation of the top of foundation wall.
- Proposed elevation of the top of garage floor slab.
- Existing grade elevations at each major corner of the proposed house.
- Proposed finish grade elevation at each major corner of the proposed house.
- Identification of all alterations to the existing drainage patterns proposed on the site.
- Location of downspouts and sump pumps discharge pipes.
- Additional landscaping to be provided on the lot.

Adjacent property information:

The site plan submitted for all new single family construction must include the following site information:

- All contours at a minimum of one (1) foot intervals, extended fifty (50) feet from the adjacent property line.
- Location of all driveways, sidewalks, patios, etc., within 50 feet of adjacent properties.
- Location and height of all retaining walls, fences (including privacy fences around patios, etc.) and the materials used within fifty (50) feet.
- Grade elevation of the two nearest corner grades of the footprint of the adjacent residence.
- Grade elevation of the top of foundation wall of adjacent residence.
- Number of stories of the adjacent residence.
- The minimum measured distance of the neighboring home from the side lot line nearest the proposed home.

STORMWATER MANAGEMENT PLAN

The petitioner must provide a Concept Stormwater Management Plan intended to ensure the adequate review and consideration of potential stormwater management impacts of proposed site alterations upon the surrounding uses, activities, properties, the existing stormwater infrastructure, and the watershed, and that the site alterations adhere to the principles and acceptable practices outlined in Section 422.060 of the Olivette Municipal Code.

Drainage Area Map:

- Provide an illustration of the lot grounds showing the lot zoned into drainage areas. The drainage area is a boundary in which theoretically any drop of stormwater that falls will eventually make its way to a single known point. Each drainage basin is separated topographically from adjacent basins by a perimeter.
- For each drainage area zone, note the land area within the zone.
- For each drainage area zone, note the amount of existing impervious area within the zone.
- For each drainage area zone, note the amount of proposed impervious area within the zone.

- Provide both the existing and proposed site conditions identified in the Site Plan.
- For each drainage area zone, provide differential run-off calculations of each drainage area based on a 15-year 20-minute storm.
- Provide details and specifications of all proposed acceptable Urban post-construction stormwater BMPs.

SITE CROSS SECTIONS

The petitioner must provide at a minimum two (2) site cross sections of the site, perpendicular to one another, signed and sealed by a Professional Engineer or Registered Land Surveyor of the State of Missouri. Said Site Sections shall be scaled no less than one eighth of an inch equals one foot (1/8" = 1'). The Site Sections shall show the following:

- Existing and proposed contours.
- Location of the new residential structure on the site, showing basement floor, first floor, second floor, and proposed roof structure.
- Amount of foundation wall that will be exposed above the existing and finished grade of the proposed detached single family residence on the site.

STREETSCAPE ELEVATION

The petitioner must provide a pictorial elevation of the streetscape. The Streetscape Elevation shall show the following:

- Front elevation of the proposed house.
- Front elevation of at least two homes on each side of the proposed house.
- Existing topography and grades along the street and front of each home illustrated.

BUILDING PLANS

The petitioner must provide building construction plans prepared and sealed by a Registered Architect. Said plans shall be scaled no less than one quarter of an inch equals one foot (1/4" = 1') and include a separate sheet for each of the following:

- Linear dimensions of all exterior walls.
- A basement floor plan, including all areas that are proposed to be finished.
- A first floor plan.
- A floor plan of any additional floors.
- Typical elevations of each side of the proposed building, depicting the following:
 - building style, height and mass,
 - type, color and texture of materials,
 - amount of foundation exposure on each side of the house,
 - ornamental features, and
 - other significant factors affecting appearance and design.

PROJECT REPORT

The petitioner must provide a brief project report addressing each of the following questions:

- An explanation on how the mass, size and bulk of the new home is compatible with the prevailing mass, size and bulk of adjacent and surround detached residences.
- An explanation on how the height of the new home is compatible with the prevailing height of adjacent and surrounding detached residences.
- An explanation on what architectural features of the new home are intended to compliment the architectural characteristics of adjacent and surround detached residences.
- An explanation on the efforts that will be incorporated on the site development to eliminate any adverse effects on grading and stormwater drainage on the adjacent and surrounding properties.



**SUBMISSION LIST FOR
RESIDENTIAL COMMUNITY DESIGN
REVIEW & SITE PLAN REVIEW
(as revised March 14, 2016)
Continued**

City of Olivette Public Services
Department of Planning & Community Development
1200 North Price Road
Olivette, MO 63132

www.olivettemo.com
(314) 993-0252 (Office)
(314) 994-9862 (Fax)



**CHAPTER 400
ZONING REGULATIONS
ARTICLE IV
“SR” SINGLE FAMILY RESIDENTIAL DISTRICT**

City of Olivette Public Services
Department of Planning & Community
Development
1200 North Price Road
Olivette, MO 63132
www.olivettemo.com
(314) 993-0252 (Office)
(314) 994-9862 (Fax)

The City's primary single family zoning district is the SR, Single Family Residential District. The SR District regulations can be accessed through the City's website at www.olivettemo.com. A summary of regulations is provided below for your convenience.

400.210. Intent and Purpose.

The purpose of the SR District is to provide for the construction of new detached single-family residences. The regulations of this district are intended to protect and conserve existing areas of predominately single-family detached dwellings, while allowing the construction of new units within the limitations prescribed herein.

400.220 Permitted Uses

- A. The following are permitted uses in the “SR” District:
1. Detached single-family dwellings on lots in compliance with Section 400.235.
 2. Detached single-family dwellings which conform with the variation of lot size standards of Section 400.240 and which have been approved in accordance with the provisions of Article XI, if so required under the provisions of this Chapter.
 3. Construction of detached single-family dwellings:
 - on legal lots of record recorded on or before February 23, 2016 having a minimum lot area of five thousand (5,000) square feet, a minimum lot width of fifty (50) feet and a minimum lot depth of one hundred (100) feet and
 - which have been approved in accordance with the provisions of Article XI.
 4. Alterations, additions or reconstruction to an existing detached single-family dwelling approved in accordance with the provisions of Article XI having a minimum area of at least five thousand (5,000) square feet.
 5. Accessory structures and uses on lots five thousand square feet (5,000 sf.) or greater in accordance with the provisions of Article XVI, provided that surface parking lots adjacent to the "COR" District shall be a permitted accessory use after compliance with the provisions of special permit procedure, Articles XI and XII and provided all other applicable ordinances and regulations are complied with.
 6. Churches and synagogues.

Section 400.235 Lot Size

- A. Minimum lot size requirements:
1. Lot width: One hundred (100) feet.
 2. Lot depth: One hundred fifty (150) feet.
 3. Lot area: Fifteen thousand (15,000) square feet.

400.250. Height and Bulk Standards.

- A. *Residential floor area ratio.* In no case shall a single-family detached residence exceed a residential floor area ratio of:
1. For lots six thousand (6,000) square feet or less in area, 0.50;
 2. For lots greater than six thousand (6,000) square feet in area but less than twenty thousand (20,000) square feet, 0.30 or three thousand five hundred (3,500) square feet, whichever is greater; and
 3. For lots twenty thousand (20,000) square feet or greater in area, 0.25 or six thousand (6,000) square feet, whichever is greater.
- (HOW TO MEASURE RESIDENTIAL FLOOR AREA RATIO: The sum of the horizontal surfaces of the habitable and heated floor areas of a residential building, excluding basements, carports and enclosed garages, as measured from the exterior limits of the faces of the building and including any upper floor areas open to the floor below, divided by the total lot area.
- B. *Lot coverage:* In no case shall the lot coverage of a single-family detached residential lot exceed:
1. For lots six thousand (6,000) square feet or less in area, forty percent (40%);
 2. For lots greater than six thousand (6,000) square feet in area but less than twenty thousand (20,000) square feet, twenty-five percent (25%) or two thousand five hundred square feet, whichever is greater; and
 3. For lots twenty thousand (20,000) square feet or greater in area, twenty percent (20%) or five thousand (5,000) square feet, whichever is greater.
- C. *Residential building height.* In no case shall the residential building height of a single-family detached residence exceed thirty-five (35) feet.
- (HOW TO MEASURE RESIDENTIAL BUILDING HEIGHT: The vertical distance measured from the average elevation of the lot grades for the pre-existing residential lot use at each corner of each building facade along a street side of a lot to the highest portion of the roof. On corner lots, the height of residential building shall be measured along each street side.)

400.260. Yard and Setback Requirements.

- A. *Minimum front yard setback.* The minimum front yard setback shall equal the front yard setback of the legal lot of record as set out on the plat

thereof. In no event shall the front yard setback be less than twenty-five (25) feet.

B. *Minimum side yard setback.* The minimum side yard setback for each side yard shall be as follows:

1. Lots greater than sixty (60) feet in width: Twelve (12) percent of the lot width;
2. Lots sixty (60) feet or less in width: Ten (10) percent of the lot width;
3. In no event shall a side yard setback be less than five (5) feet.

C. *Rear yard setback.* Each interior lot shall provide a minimum rear yard setback of twenty (20) percent of the lot depth. No lot shall provide a rear yard setback less than twenty (20) feet.

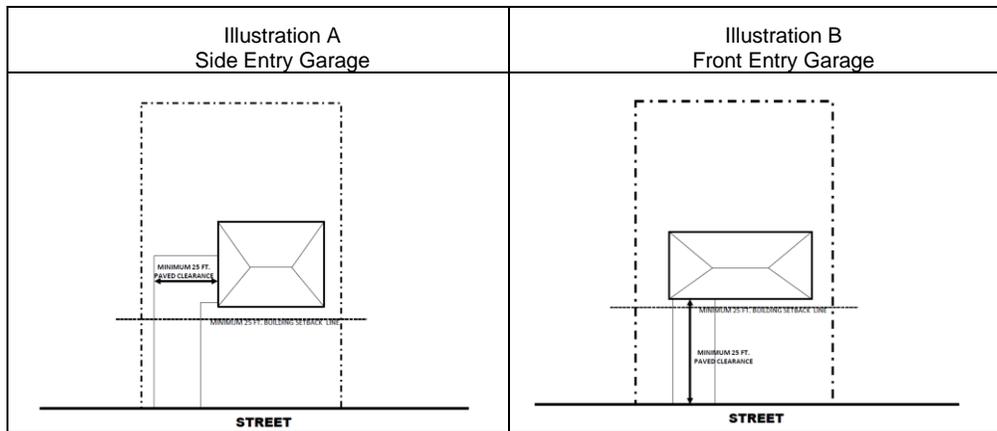
(HOW TO MEASURE LOT DEPTH: On an interior lot, the mean horizontal distance between a front lot line and the lot line most nearly opposite. On a corner lot, the mean horizontal distance between the front lot line having the least dimension and the lot line lying most nearly opposite.)

(HOW TO MEASURE LOT WIDTH: On an interior lot, the horizontal distance between the side lot lines measured along the established building line from the front lot line. On a corner lot, the horizontal distance between the front lot line having the greatest dimension and the lot line lying most nearly opposite, measured along the established setback from the front lot line.)

(Residential Driveways) Section 400.1410 Minimum Standards for Off-Street Parking Areas.

2.(1.b) Driveways shall:

- (i) provide a minimum of ten (10) feet in paved width;
- (ii) provide a minimum of twenty-five (25) feet of paved clearance from any vehicle exit door (see Illustrations A and B below);



- (iii) Openings shall be located no closer than thirty feet (30') to any intersecting street right-of-way;
- (iv) All paved driveway and turnaround areas shall be located at least five (5) feet from any adjacent property line; and
- (v) width of a driveway opening shall not be less than sixteen (16) feet measured along the intersection with the adjacent street pavement.

425.010. Definitions. As used in this Article, the terms below shall have the following respective meanings:

Acceptable material finishes. An exterior finish for a single-family home that the Olivette City Council has determined may be approved through administrative procedures. Acceptable material finishes include: standard brick or stone veneer, hardboard siding, fiber cement, stucco, drivit or EIFS, horizontal aluminum siding, vertical and horizontal vinyl siding, and any hardwood based siding, excluding plywood and soft woods such as cedar.

Exterior structural alteration. Any change in the supporting members of a building or structure, such as bearing walls or partitions, columns, beams, or girders which is visible from the exterior of a building or structure, or any substantial change in the roof or in exterior walls of a building or structure.

Gross floor area. The area described by the sum of the horizontal surfaces of the floors of a building or structure measured from the exterior faces of the exterior walls.

425.020. Review and Approval Required.

- A. Except as provided in this Article, the review and approval of the Planning and Community Design Commission (the Commission) shall be required prior to the issuance of any permit for the erection, construction, conversion, relocation, or enlargement of or for any exterior structural alteration to any of the following:
1. Detached and attached single-family dwellings, excluding building additions less than two hundred fifty (250) square feet;
 2. Any building exterior material finish that is not identified as an acceptable material finish;
 3. Accessory structures as noted under Chapter 400 Zoning Regulations Article XVI Accessory Structures and Uses;
 4. Commercial, industrial, institutional, or other nonresidential uses; or
 5. Multi-family dwelling units; or
 6. Billboards as defined by Section 415.020 of this Title.

425.030. Exceptions to Requirement of Review and Approval.

- A. Unless the Building Commissioner determines otherwise, the following items shall not require approval of the Commission under this article:
1. Conversion of carports; and
 2. Additions to commercial or industrial buildings which comply with requirements of the zoning ordinance and which do not require provision of additional parking or loading spaces; and

425.040. Submittal Requirements. Application for review and approval under this Article shall be made to the Building Commissioner at least fifteen days (15) for single family residential additions, exterior alterations, and residential accessory structures and thirty (30) days for all other permits prior to a regularly scheduled meeting of the Commission on forms prescribed by the City and shall be accompanied by a filing fee designated by the City and three (3) copies of the following supporting documents for staff review:

- (a) A plot plan drawn to an appropriate scale identifying the location of the site and depicting the location of structures and improvements and required off-street parking and loading areas;
- (b) Typical elevations of proposed buildings or structures depicting height and mass, style, color, texture, and materials;
- (c) Signage and lighting plans and details, if new or altered signage or lighting is proposed; and
- (d) A planting and landscaping plan depicting location, type, and size of proposed plant materials, ground cover, and site amenities.

425.050. Review Procedure, Single-Family Residential.

- (a) The Commission shall prepare and apply design review guidelines for single-family residential buildings and structures, which said guidelines shall be approved by the Council and which may be amended from time to time. The guidelines shall be maintained by the planning and zoning administrator, who shall distribute same without charge on request to any applicant or other interested person.
- (b) On receipt of an application under this section, the planning and zoning administrator, within ten (10) business days, shall review the application and inform the applicant of any filing deficiencies. The applicant shall then submit a total of fifteen (15) copies of the complete application. Within ten (10) business days of receipt of same the planning and zoning administrator shall evaluate the application using the Commission's design review guidelines. The administrator shall then take one (1) of the following actions:
 1. If the administrator finds that the application meets the guidelines, the administrator shall forward the application to the Commission for consent agenda consideration as provided in subsection (c)1.a hereof.
 2. If the administrator finds that the application does not meet the guidelines, the administrator shall inform the applicant of any perceived design deficiencies.
 - a. If the applicant disagrees with the administrator's evaluation, the applicant may request that the application be forwarded to the Commission for consideration as provided in subsection (c)1.b hereof.
 - b. In the alternative, the applicant may revise the application, after which the administrator shall have ten (10) business days to



CHAPTER 425
ARTICLE I
COMMUNITY DESIGN REVIEW REGULATIONS
(Continued)

City of Olivette Public Services
Department of Planning & Community
Development
1200 North Price Road
Olivette, MO 63132
www.olivettemo.com
(314) 993-0252 (Office)
(314) 994-9862 (Fax)

evaluate same and to forward the revised application to the Commission either for consent agenda consideration as provided in subsection (c)1.a hereof or for consideration as provided in subsection (c)1.b hereof.

- (c) The planning and zoning administrator shall forward the application to the Commission along with a written evaluation thereof, including such recommendations as the administrator deems appropriate.
 - 1. On receipt of an application and evaluation from the administrator:
 - a. If the administrator has found that the application meets the guidelines, the Commission shall place the application on a consent agenda, by which the Commission may approve the application, either alone or together with similarly-situated applications. Any member of the Commission may move for the removal of an application from the consent agenda by specifying any characteristic of the application that the member believes does not comply with one (1) or more of the guidelines. If the motion to remove passes, the application shall be removed from the consent agenda and shall be considered as provided in subsection (c)1.b hereof.
 - b. If the administrator has found that the application does not meet the guidelines, or if the application has been removed from the consent agenda, the Commission shall review the application by considering the guidelines, the application, the administrator's evaluation, the applicant's response, and any allowed public comment.
 - 2. After its review the Commission shall approve or deny the application. In approving an application the Commission may impose conditions and restrictions on the approval, which shall be enforced by the administrator.
 - 3. Unless an extension of the time for review is requested in writing by the applicant, failure of the Commission to act within sixty (60) days of the date of the meeting at which the application is first considered shall constitute approval.

425.080. Community Design Review Appeals.

- (a) Any aggrieved party may appeal any determination by the Commission under this article to the City Council. Said appeal shall be made in writing, within fourteen (14) days of the Commission's decision, and shall specify the nature of the party's interest and the grounds of the appeal. The Council may dismiss the appeal on motion duly adopted if it determines that the appealing party lacks standing to challenge the Commission's decision.
- (b) The Council shall consider the application at its next regular meeting, but not sooner than fourteen (14) days following the date of the Commission's decision. The Council shall review the application by considering the guidelines, the application, the appeal of the aggrieved party, the administrator's evaluation, the applicant's response, the Commission's determination, and any allowed public comment.
- (c) The Council shall then approve or deny the application, and in doing so the Council may impose conditions and restrictions on the approval so long as the Council finds that the conditions set forth in this section have been satisfied. The Council may overrule the Commission's determination only by a three-fourths (3/4) vote of its full membership.

425.090. Reserved.

425.100. Penalty for Violation. Any person, firm or corporation violating or causing to be violated any of the provisions of this Article shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined not less than one dollar (\$1.00) nor more than five hundred dollars (\$500.00) for each offense; and each and every day such violation continues and exists the same shall constitute a separate offense.

Section 400.1050 Intent and Purpose

- A. The site plan review procedure is intended to ensure the adequate review and consideration of potential impacts of proposed development upon surrounding uses and activities. The uses to which this procedure applies are permitted in accordance with specified standards within the designated districts.
- B. The site plan shall demonstrate that all reasonable steps have been taken to minimize the negative effects of a proposed development upon the surrounding built and natural environment as well as upon the subject site itself including, but not limited to, provision for public utilities, especially storm drainage; visual buffering of buildings; parking; traffic and other activities; noise from traffic and other activities; pedestrian convenience and safety; provision of landscaping, open space and recreation facilities; signs and other identification; impact on public facilities such as schools; effect on public income and expenditures and similar considerations.

Section 400.1060 Applicants.

- A. Applications for a proposed development requiring site plan review may be filed by any person with a financial, contractual or proprietary interest in the property proposed to be developed.
- B. The application shall be accompanied by a filing fee in accordance with Schedule I Land Use Fees being part of Title IV: Land Use of the Olivette Municipal Code.

Section 400.1070 The applicant is advised to consult with the Planning and Zoning Administrator regarding procedural requirements prior to the preparation of the application to expedite the review of the application and minimize delays.

Section 400.1080

- A. The application shall be made at least thirty (30) days prior to a regularly scheduled meeting of the Commission on forms prescribed by the City and shall be accompanied by a filing fee designated by City ordinance. Applications for single-family home review shall include three (3) copies of the following supporting documents:
 - 1. Site plan prepared by a professional engineer or registered land surveyor of the State of Missouri at a scale no greater than one inch equals twenty feet (1" = 20') and shall be provided on a minimum eleven (11) inch by eighteen (18) inch sheet of paper. The site plan shall include existing site information, proposed structure information, adjacent property information, and site data as outlined in the petition for single-family home site plan and community design review.
 - 2. A minimum of two (2) site sections of the site, perpendicular to one another, signed and sealed by a professional engineer or registered land surveyor of the State of Missouri. Said site section shall be scaled one-eighth of an inch equals one foot ($\frac{1}{8}" = 1'$) or at one foot equals ten feet (1' = 10'). The site section shall include existing and proposed contour information and location of the proposed residential structure as outlined in the petition for single-family home site plan and community design review.
 - 3. A streetscape elevation providing a pictorial elevation of the streetscape, including the street side building elevation, at least two (2) homes on each side of the proposed house, existing topography and grades along the street and front of each home illustrated, and other items as outlined in the petition for single-family home site plan and community design review.
 - 4. Building plans prepared and sealed by a registered architect. Said plans shall be scaled at one-quarter of an inch equals one foot ($\frac{1}{4}" = 1'$) and include a separate sheet for each building floor, including the basement, elevations showing each exterior wall and material finishes, and cross sections of the foundation wall and typical roof section, and other items as outlined in the petition for single-family home site plan and community design review.
 - 5. Project report as outlined in the petition for single-family home site plan and community design review.
- B. Applications for non-single-family home review, including commercial, industrial and multi-family uses, shall include five (5) copies of the following supporting documents:
 - 1. Site plan prepared by a professional engineer or registered land surveyor of the State of Missouri at a scale no greater than one inch equals twenty feet (1" = 20') on sheets of paper no smaller than eleven (11) inch by eighteen (18) inch. The site plan shall provide a separate sheet for each of the following: cover sheet, existing site information, concept site plan, proposed site plan, existing and proposed drainage area map and landscape plan. Each sheet shall contain the site data outlined in the petition for non-residential development site plan and community design review.
 - 2. A minimum of two (2) site sections of the site, perpendicular to one another, signed and sealed by a professional engineer or registered land surveyor of the State of Missouri. Said site section shall be scaled one-eighth of an inch equals one foot ($\frac{1}{8}" = 1'$) or at one foot equals ten feet (1' = 10'). The site section shall include existing and proposed contour information and proposed site improvements and other items as outlined in the petition for non-residential development site plan and community design review.
 - 3. A streetscape elevation providing a pictorial elevation of the streetscape, including the street side building elevation, the elevation of the primary structure of the lot adjacent to or across the street from the subject property, the existing topography and grades along the street and front of each structure illustrated, and other items as outlined in the petition for non-residential site plan and community design review.
 - 4. Building plans prepared and sealed by a registered architect. Said plans shall be scaled no smaller than one-eighth of an inch equals one foot ($\frac{1}{8}" = 1'$) or at one foot equals ten feet (1' = 10') and include a separate sheet for each building floor, including the



CHAPTER 400 ZONING REGULATIONS
ARTICLE XI
SITE PLAN REVIEW
(Continued)

City of Olivette Public Services
Department of Planning & Community
Development
1200 North Price Road
Olivette, MO 63132
www.olivettemo.com
(314) 993-0252 (Office)
(314) 994-9862 (Fax)

basement, elevations showing each exterior wall and material finishes, and cross sections of the foundation wall and typical roof section, and other items as outlined in the petition for non-residential site plan and community design review.

5. Project report as outlined in the petition for non-residential site plan and community design review.

Section 400.1090 Review Procedures

- A. Site plan review procedures for proposed uses in the "SR" District which do not require rezoning, but are subject to site plan review and design review as required by Article I, Chapter 425 of the Olivette Municipal Code. An application for site plan review, together with the information and plans specified in Section 400.1080, shall be submitted to the Planning and Zoning Administrator at least thirty (30) days prior to a regularly scheduled meeting of the Commission.
 1. Site plan data shall be provided in accordance with the requirements of Section 400.1080, provided that same shall include only those items necessary to address the proposed action as specified by the Planning and Zoning Administrator. The application shall be accompanied by a number of copies as may be required by the Administrator.
 2. The Planning and Zoning Administrator shall review the application to determine its compliance with applicable law and shall approve, approve with conditions or deny the application. Conditions placed on an approved application shall be resolved to the satisfaction of the Planning and Zoning Administrator prior to issuance of a building permit. The Administrator shall state in writing any reason for denial.
 3. Any person aggrieved by the approval or denial of an application by the Planning and Zoning Administrator may request review from the Board of Adjustment, either by alleging error by the Administrator or by seeking a variance, as provided in Article [XVII](#) hereof.

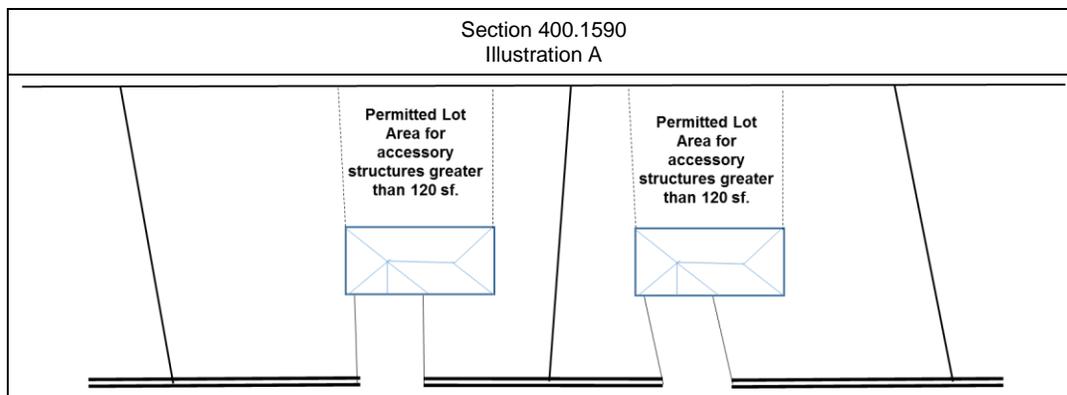
Section 400.1100 Resubmissions.

- A. Any application submitted in accordance with this Article which has been reviewed by the Commission and which the applicant wishes to revise and resubmit prior to final action by the Commission shall be revised and resubmitted at least fifteen (15) days prior to the scheduled meeting at which final action is requested; provided however, that any revision and resubmittal under this Section which the Planning and Zoning Administrator determines will contain substantial revisions and will require additional review shall be made at least thirty (30) days prior to the scheduled meeting at which final action is requested.
- B. Amendment Procedures for an approved Site Plan.
 1. For all applications for approval of an amendment to an approved Site Plan Review or modification of one (1) or more conditions thereof, the review and approval procedures of Section 400.1090 shall apply, except where the Commission determines that:
 - a. A proposed modification will not increase the gross floor area of an approved permitted or special use by more than twenty percent (20%); and
 - b. A proposed modification will not require installation of additional parking spaces or loading spaces under Article XIV of this Chapter; and
 - c. After considering the environmental impact of the proposed modification upon the character of the neighborhood, traffic conditions, public utility facilities and other matters pertaining to the general health, safety and welfare of the City of Olivette, including each of the factors set forth in Section 400.1050 of this Chapter, a proposed modification will not negatively impact the surrounding built and natural environment.
 - d. The approval for amendment shall be considered a *Minor Site Plan Review*.
 2. Upon reaching a decision to approve or disapprove any application for a special use permit amendment or modification reviewed under procedures of Section 400.1090(B), the Planning and Community Design Commission shall promptly notify the City Council in writing of the decision and of any conditions imposed.

Section 400.1590 Bulk Regulations for Accessory Structures

A. Residentially zoned districts.

1. For the exception for a deck, as defined herein under this Chapter, all accessory structures shall be subject to the following defined setbacks.
 - a. Front yard setback. Unless otherwise noted, accessory structures shall be located behind the front yard setback established in the underlying zoning district.
 - b. Side yard setback.
 - i. Accessory structures consisting of one hundred twenty (120) square feet or less shall be set back at least five (5) feet from a side lot line.
 - ii. Unless otherwise noted, accessory structures consisting of more than one hundred twenty (120) square feet shall be located only in the buildable area behind the primary structure and the area of the rear yard directly behind the primary structure.



- c. Rear yard setback.
 - i. Accessory structures of one hundred twenty (120) square feet or less shall be set back at least five (5) feet from the rear lot line.
 - ii. Unless otherwise noted, accessory structures in excess of one hundred twenty (120) square feet shall be set back at least ten (10) feet from the rear lot line.
- d.. Principal building setback. Other than patios and decks and accessory structures less than one hundred twenty (120) square feet, no part of any accessory structure, shall be located closer than five (5) feet to any principal structure or other accessory structure.
- e. Setback variations. Through Site Plan Review in accordance with Article XI and Community Design Review in accordance with Chapter 425, the Commission may consider variations from the aforementioned setbacks, if the Commission finds the following:
 - i. Conditions of the property grounds, whether it be shape, area, narrowness, or topography, prohibit reasonable placement in conformance with the setbacks noted.
 - ii. The accessory structure incorporates design features and elements to mitigate the diminished setback requirements.
 - iii. The variation would be consistent with the purpose and intent of the underlying zoning district and further the goals and objectives of this ordinance.
 - iv. The variation would not adversely impact the health, safety, or welfare of the lot occupants or neighboring property owners.
2. Area. The total square footage of the combined area of all accessory structures may not exceed twenty-five percent (25%) of a required rear yard without a Site Plan Review under Article XI and Concept Stormwater Management Plan Review in accordance with Chapter 422 Stormwater Management. In no case shall the total square footage of the combined area of all accessory structures exceed ten percent (10%) of the total lot area.

Section 400.1594 Permitted Accessory Structures

1. Residential. Accessory structures in a residentially zoned district (SR, AR, PASF, and PRO) are limited to the following:
 - a. Swing sets, Playhouses, Trampolines, and Bounce Houses.
 - i. Number: Not limited.
 - ii. Area: Not to exceed two-hundred fifty (250) square feet.
 - iii. Height: Not to exceed twelve (12) feet.
 - iv. Exterior finish: Materials shall be compatible with the character of the residence located on the lot and in keeping with the general character of the surrounding neighborhood.



**CHAPTER 400 ZONING REGULATIONS
ARTICLE XVI
ACCESSORY STRUCTURES & USES
(Continued)**

City of Olivette Public Services
Department of Planning & Community
Development
1200 North Price Road
Olivette, MO 63132

www.olivettemo.com
(314) 993-0252 (Office)
(314) 994-9862 (Fax)

- v. Building Permit: Not required.
- vi. Commission Review: Not required.
- b. Greenhouses for the cultivation or protection of plants.
 - i. Number: One (1) per lot.
 - ii. Area: Not to exceed one-hundred twenty (120) square feet.
 - iii. Height: Not to exceed ten (10) feet.
 - iv. Exterior finish: High quality polycarbonate or glass.
 - v. Building Permit: Required for structures in excess of sixty (60) square feet.
 - vi. Commission Review: Not Required.
- c. Patios and decks.
 - i. Number: Not limited.
 - ii. Area: Not to exceed four-hundred (400) square feet.
 - iii. Height: Surface floor not to exceed four (4) feet at any point.
 - iv. Exterior finish: Materials shall be compatible with the character of the residence located on the lot and in keeping with the general character of the surrounding neighborhood.
 - v. Building Permit: Required.
 - vi. Commission Review: Not Required.
- d. Open accessory structures including but not limited to gazebos, pergolas, hot tubs, and spas.
 - i. Number: Not limited.
 - ii. Area: Hot tubs and spas not to exceed one hundred twenty (120) square feet.
All other structures not to exceed four hundred (400) square feet.
 - iii. Height: Not to exceed the residential building height of the principal structure on the lot grounds, and in no case exceed fifteen (15) feet. The height of an accessory structure is measured from the interior base floor of the accessory structure to the highest exterior peak of the accessory structure.
 - iv. Exterior finish: Materials shall be compatible with the character of the residence located on the lot and in keeping with the general character of the surrounding neighborhood.
 - v. Building Permit: Required.
 - vi. Commission Review: Not Required.
- e. Pools, in-ground and above ground.
 - i. Number: One (1) per lot.
 - ii. Area: Not to exceed four hundred (400) square feet.
 - iii. Height: Not to exceed four (4) feet above ground.
 - iv. Exterior finish: Materials shall be compatible with the character of the residence located on the lot and in keeping with the general character of the surrounding neighborhood.
 - v. Building Permit: Required.
 - vi. Commission Review: Site Plan Review.
- f. Accessory pool structures, including cabanas, changing houses and equipment storage.
 - i. Number: One (1) per lot.
 - ii. Area: Not to exceed one-hundred twenty (120) square feet.
 - iii. Height: Not to exceed twelve (12) feet, measured from the base floor of the accessory structure to the highest peak of the accessory structure.
 - iv. Exterior finish: Materials shall be compatible with the character of the residence located on the lot and in keeping with the general character of the surrounding neighborhood.
 - v. Building Permit: Required.
 - vi. Commission Review: Not required.
- g. Animal fences, kennels, pens, and corrals, including chicken pens, dog runs, etc.
 - i. Number: One (1) per lot.
 - ii. Area: Not to exceed one-hundred twenty (120) square feet.
 - iii. Height: Not to exceed six (6) feet, measured from the base floor of the accessory structure to the highest peak of the accessory structure.
 - iv. Exterior finish: Materials shall be compatible with the character of the residence located on the lot and in keeping with the general character of the surrounding neighborhood.
 - v. Building Permit: Required.



**CHAPTER 400 ZONING REGULATIONS
ARTICLE XVI
ACCESSORY STRUCTURES & USES
(Continued)**

City of Olivette Public Services
Department of Planning & Community
Development
1200 North Price Road
Olivette, MO 63132

www.olivettemo.com
(314) 993-0252 (Office)
(314) 994-9862 (Fax)

- vi. Commission Review: Not required.
 - h. Animal shelters, including but not limited to dog houses, chicken coops, dovecoats, other shelters:
 - i. Number: One (1) per lot.
 - ii. Area: Not to exceed sixty (60) square feet.
 - iii. Placement: Located behind the footprint of the principal structure, screened from view from any adjacent street. For corner lots or double frontage lots, Site Plan Review in accordance with Article XI will be required.
 - iv. Height: Not to exceed eight (8) feet, measured from the base floor of the accessory structure to the highest peak of the accessory structure.
 - v. Exterior finish: Materials shall be compatible with the character of the residence located on the lot and in keeping with the general character of the surrounding neighborhood.
 - vi. Building Permit: Required for structures in excess of sixteen (16) square feet.
 - vii. Commission Review: Not required.
 - i. Shed, such as a tool shed, garden shed, etc.:
 - i. Number: One (1) per lot.
 - ii. Area: Not to exceed one-hundred twenty (120) square feet.
 - iii. Height: Not to exceed twelve (12) feet, measured from the base floor of the accessory structure to the highest peak of the accessory structure.
 - iv. Exterior finish: Materials shall be compatible with the character of the residence located on the lot and in keeping with the general character of the surrounding neighborhood.
 - v. Building Permit: Required for structures in excess of sixty (60) square feet.
 - vi. Commission Review: Not required.
 - j. Enclosed accessory structure, such as detached garage, out building, etc.
 - i. Number: One (1) per lot.
 - ii. Area: Any enclosed structure in excess of 120 square feet. The maximum area not to exceed four-hundred (400) square feet.
 - iii. Height: Not to exceed the residential building height of the principal structure on the lot grounds, and in no case exceed fifteen (15) feet. The height of an accessory structure is measured from the interior base floor of the accessory structure to the highest exterior peak of the accessory structure.
 - iv. Exterior finish:
 - Exterior material finish: Materials shall be compatible with the character of the residence located on the lot and in keeping with the general character of the surrounding neighborhood.
 - Architectural design: The enclosed accessory structure shall contain design elements of the principal structure on the property grounds, including compatible roof proportions and slope, and architectural features that tie the principal structure with the exterior of the enclosed accessory structure.
 - v. Building Permit: Required.
 - vi. Commission Review: Community Design Review in accordance with Chapter 425.
 - k. Additional accessory structures not enumerated or accessory structures in excess of the noted height or area permitted under this Section are subject to Site Plan Review in accordance with Article XI and Community Design Review in accordance with Chapter 425.
2. Accessory structures in a zoning district not considered residential shall comply with the bulk and use regulations applicable to the district in which they are located.