

**CITY OF OLIVETTE
SITE PLAN AND COMMUNITY DESIGN
REVIEW
INFORMATION PACKET**

THE FOLLOWING PACKET CONTAINS:

**PETITION FOR NON-SINGLE FAMILY RESIDENTIAL DEVELOPMENTS
(COMMERCIAL/INDUSTRIAL/INSTITUTIONAL/MULTIFAMILY RESIDENTIAL)
SITE PLAN AND COMMUNITY DESIGN REVIEW**

SCHEDULE OF DATES

**SUBMISSION LIST FOR
NONRESIDENTIAL DEVELOPMENT
SITE PLAN AND COMMUNITY DESIGN REVIEW
(as revised on February 5, 2018)**

FEE SCHEDULE



CITY OF OLIVETTE
PETITION FOR NON-SINGLE FAMILY RESIDENTIAL DEVELOPMENT
SITE PLAN AND COMMUNITY DESIGN REVIEW

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

- New Construction
- Major Addition and/or exterior modification
- Rezoning
- Special Permit Use
- General Site Plan Review
- Other

Address of Property: _____

St. Louis County Tax ID No. _____

Attach a complete legal description of property.

Attach copy of legal interest of property. If other than fee simple title, the copy of legal interest must contain the date of contract and date of expiration of contract.

PETITIONER

Name and Title: _____

Company Name: _____

Address: _____ City: _____ Zip Code: _____

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

As the petitioner, which of the following apply:

- Developer
- Registered Engineer
- Contractor
- Registered Architect
- Owner
- Licensed Surveyor

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

PROPERTY OWNERSHIP

Owner(s): _____

If property is owned by a company or corporation, who is designated as the contact person:

Name: _____ Title: _____

Address: _____ City: _____ Zip Code: _____

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

This Petition application, four (4) sets of plans containing all the attached submission standards, PDF files of all plans, and required fee shall be submitted to the Department of Planning and Community Development thirty (30) days before a scheduled meeting. A list of fees and scheduled meeting dates is available at the Department of Planning and Community Development

Staff will review the Petition for compliance within 10 working days. Incomplete petitions shall be returned to the Petitioner for resubmission.

Completed petitions shall have staff remarks and preliminary recommendations forwarded to the Petitioner. The Petitioner will have 10 days to revise the petition and submit any revisions to the petition, including site plan, site section, building plans and project reports for Planning and Community Design Commission (PCDC) review. All site plans shall be signed and sealed by a licensed surveyor or registered engineer. All building plans shall be signed and sealed by a registered architect or engineer.

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

Petitioner

Date

PCDC

Schedule of Dates

Work Sessions	Meeting Dates	Submission Deadline (30 days)
		2022
6-Jan	20-Jan	21-Dec
3-Feb	17-Feb	18-Jan
3-Mar	17-Mar	15-Feb
7-Apr	21-Apr	22-Mar
5-May	19-May	19-Apr
2-Jun	16-Jun	17-May
7-Jul	21-Jul	21-Jun
4-Aug	18-Aug	19-Jul
1-Sep	15-Sep	16-Aug
6-Oct	20-Oct	20-Sep
3-Nov	17-Nov	18-Oct
1-Dec	15-Dec	15-Nov
		2023
5-Jan	19-Jan	20-Dec
2-Feb	16-Feb	17-Jan
2-Mar	16-Mar	14-Feb
6-Apr	20-Apr	21-Mar
4-May	18-May	18-Apr
1-Jun	15-Jun	16-May
6-Jul	20-Jul	20-Jun
3-Aug	17-Aug	18-Jul
7-Sep	21-Sep	22-Aug
5-Oct	19-Oct	19-Sep
2-Nov	16-Nov	17-Oct
7-Dec	21-Dec	21-Nov
		2024
4-Jan	18-Jan	19-Dec
1-Feb	15-Feb	16-Jan
7-Mar	21-Mar	20-Feb
4-Apr	18-Apr	19-Mar
2-May	16-May	16-Apr
6-Jun	20-Jun	21-May
7-Jul	21-Jul	21-Jun
1-Aug	15-Aug	16-Jul
5-Sep	19-Sep	20-Aug
3-Oct	17-Oct	17-Sep
7-Nov	21-Nov	22-Oct
5-Dec	19-Dec	19-Nov

**SUBMISSION LIST FOR
NON-SINGLE FAMILY RESIDENTIAL DEVELOPMENT
SITE PLAN AND COMMUNITY DESIGN REVIEW
(as revised on June 29, 2017)**

At the time of petition, accompanying site plans and building plans shall contain the following minimum submission standards. Any petition failing to provide the following will not be reviewed and shall be returned to the Petitioner. All petitions shall comply with the zoning requirements of the City's Zoning Ordinance, Chapter 400 of the Olivette Municipal Code and with the design standards of the City's Community Design Articles I and II of Chapter 425 of the Olivette Municipal Code.

SITE PLAN

The Site Plan shall consist of a minimum of seven (7) sheets as titled and described below. Additional sheets may be submitted as approved by the Building Commissioner. Each sheet shall be at a scale no greater than one inch equals twenty feet (1" = 20') and shall be provided on a sheet of paper no less than eleven inch by eighteen inches (11" X 18"). Each sheet shall be tilted and include the following:

Sheet One-Cover Sheet:

- Names and addresses of the Owner and the Professional Engineer or Registered Land Surveyor who prepared the Site Plan.
- A vicinity map showing the relationship of the proposed development to the surrounding area. The vicinity map shall cover an area within a radius of one mile of the proposed site at a scale of one-inch equals two thousand feet (1"=2000'). The vicinity map shall generally locate arterial Streets, highways, railroads, and any significant landmarks which help to locate the site.
- Complete written legal description of the subject property.
- The approximate area of the proposed Subdivision and the proposed Lots therein stated in the nearest tenth (1/10) of an acre, including a complete Metes and Bounds written description of the site boundaries.
- Existing zoning of the property grounds.
- Proposed zoning of the subject property grounds.
- Provide a table showing the calculated site coverage of all existing improvements on the lot. The table should include the area of all existing structures, paved areas, sidewalks, etc.
- Provide a table showing the calculated site coverage of the new improvements on the lot. The table should include the area of all proposed structures, paved areas, sidewalks, etc.
- Provide a table comparing the required and proposed parking on the subject ground by use, structure, and/or employees.

Sheet Two-Existing Site Information:

- Location and elevation of the benchmark used to establish grade elevations.
- Existing elevation at all corners of the subject property.
- All existing contours at a minimum of one (1) foot intervals extended at least one hundred feet (100') from all directions of the property boundary, including properties across any street or thoroughfare.
- All existing structures and improvements on the site grounds and within one hundred feet (100') from the property boundary, including streets, curbs, sidewalks, driveways, signs, retaining walls and structures.
- Elevation of the corner grades of all adjacent structures within one hundred feet (100').

- Elevation of the top of foundation wall of all adjacent structures within one hundred feet (100').
- Number of stories of the adjacent structures within one hundred feet (100');
- All existing drainage patterns on the subject property.
- Location or indication of the nearest downstream storm sewer inlet to the subject property.
- Location and identification of all utilities and easements servicing the site grounds and within one hundred feet (100') from the property boundary.
- Permitted front, side, rear and buffer yard offsets under the current underlying zoning district.
- Location and identification (of species type) of all existing trees over four (4) inch caliper and any tree mass on the site.
- The legal description of all adjacent properties, including those across the street from the subject property.
- The recorded owner name and address of all adjacent properties, including those across the street from the subject property.

Sheet Three-Concept Site Plan:

- Required front, side, rear and buffer yard offsets under the proposed zoning district.
- Location and general design (width and material) of all driveways, streets, drive aisles, curb cuts, and sidewalks, including connections to building entrances.
- Location, size and height of all existing and proposed structures on the site, including any retaining walls, pavement and accessory structures (including fencing).
- The minimum measured distance of a proposed structure to the front, rear and side lot lines.
- Landscaping to be provided on the lot.
- All exterior light standards, including light poles, bollards, and wallpack lights.
- Any cross access or easements proposed.
- General location of ground signage, including directional signage if any.
- Location and specifications for all ground level mechanical equipment, including HVAC systems, generators, fire connections, etc.
- Location and specifications of the dumpster enclosure and other accessory structures proposed on the site grounds.
- Offsite improvements within the public right-of-way, including landscaping, sidewalks, light poles, grates, amenities, etc.

(Note: The Concept Site Plan **should not** include any contour information)

Sheet Four-Proposed Site Plan:

- Location and elevation of the benchmark used to establish grade elevations.
- All existing contours at a minimum of one (1) foot intervals extended at least one hundred feet (100') from all directions of the property boundary, including properties across any street or thoroughfare.
- Delineation of all contour changes proposed on the site grounds.
- All existing structures and improvements on the site grounds and within one hundred feet (100') from the property boundary, including streets, curbs, sidewalks, driveways, signs, retaining walls and structures.

- Elevation of the corner grades of all adjacent structures within one hundred feet (100').
- Elevation of the top of foundation wall of all adjacent structures within one hundred feet (100').
- Number of stories of the adjacent structures within one hundred feet (100').
- Location and general design (width and material) of all proposed driveways, streets, drive aisles, curb cuts, and sidewalks, including connections to building entrances.
- Location, size and height of all proposed structures on the site, including any retaining walls, pavement and accessory structures (including fencing).
- Existing elevation at all corners of the subject property.
- Proposed elevation at all corners of the subject property.
- All existing drainage patterns on the subject property.
- Identification of any alterations to the existing drainage patterns proposed on the subject property or a notation on the Site Plan if no alterations are proposed.
- Location and identification of all existing and proposed utilities and easements servicing the site grounds and within one hundred feet (100') from the property boundary.
- Permitted front, rear, side and buffer yard offsets under the proposed zoning district.
- Location and identification (of species type) of all existing trees over four (4) inch caliper and any tree mass on the site and a designation of those to be retained.
- Location or indication of the nearest downstream storm sewer inlet to the subject property.
- The minimum measured distance of a proposed structure to the front, rear and side lot lines.
- Landscaping to be provided on the lot.
- All exterior light standards, including light poles, bollards, and wallpack lights.
- Any cross access or easements proposed.
- General location of ground signage, including directional signage if any.
- Location and specifications for all ground level mechanical equipment, including HVAC systems, generators, fire connections, etc.
- Location and specifications of the dumpster enclosure and other accessory structures proposed on the site grounds.
- The legal description of all adjacent properties, including those across the street from the subject property.
- The recorded owner name and address of all adjacent properties, including those across the street from the subject property. Any cross access or easements proposed.
- General location of ground signage, including directional signage if any.
- Offsite improvements within the public right-of-way, including landscaping, sidewalks, light poles, grates, amenities, etc.

Sheet Five-Stormwater Management Plan, including Existing and Proposed Drainage Area Map:

- Provide a drainage overlay map on Sheet Four with existing and proposed drainage areas.
- Provide a table showing the calculated site coverage of all existing improvements on the lot. The table should include the area of all existing structures, paved areas, sidewalks, etc.

- Provide a table showing the calculated site coverage of the new and existing improvements on the lot. The table should include the area of all existing and proposed structures, paved areas, sidewalks, etc.
- Provide a table showing Differential Q Calculations for each drainage area.
- Identify all stormwater inlets, and proposed stormwater pipes being considered.
- Identify all best management practices (BMPs) incorporated into the stormwater management plan.

Sheet Six-Landscape Plan:

- Permitted front, rear, side and buffer yard offsets under the proposed zoning district.
- Location and general design (width and material) of all driveways, streets, drive aisles, curb cuts, and sidewalks, including connections to building entrances.
- Location, size and height of all proposed structures on the site.
- Identify all areas that will be serviced by a lawn irrigation system.
- Provide an overall landscape plan of the entire site grounds. All landscape plans must be in full compliance with Chapter 425 Article II of the Olivette Municipal Code.
- Provide a table with a key identifying all species, sizes and quantities.
- Provide detailed sections of areas including multiple landscape features not visible on the overall landscape plan.

Sheet Seven-Exterior Lighting Plan:

- In addition to the items required in Sheet Three-Concept Site Plan, as follows:
 - Required front, side, rear and buffer yard offsets under the proposed zoning district.
 - Location and general design (width and material) of all driveways, streets, drive aisles, curb cuts, and sidewalks, including connections to building entrances.
 - Location, size and height of all existing and proposed structures on the site, including any retaining walls, pavement and accessory structures (including fencing).
 - The minimum measured distance of a proposed structure to the front, rear and side lot lines.
 - Landscaping to be provided on the lot.
 - Any cross access or easements proposed.
 - General location of ground signage, including directional signage if any.
 - Offsite improvements within the public right-of-way, including landscaping, sidewalks, light poles, grates, amenities, etc.

(Note: The Concept Site Plan **should not** include any contour information)

The following is also to be illustrated:

- Location of all light poles and standards, including any bollards.
- Location of all exterior lighting fixtures affixed to any structure, including wallpack lights, accent lights, and canopy or drive-thru overhead lights.
- A table providing specifications, fixture type, quantities, and wattage of all exterior light standards.
- A photometric plan of the site incorporating all the exterior light standards proposed for the site.

SITE SECTION

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

- Two cross sections of the site, showing existing and proposed contours;
- Location of the any structure or on site improvement. Structures should include basement floor, first floor and any additional floors; and

STREETSCAPE ELEVATION

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

- Front elevation of the proposed structure or structures.
- Front elevation of all buildings at least one hundred fifty feet (150') on each side of the subject property.
- The streetscape should illustrate the existing topography and grades along the street.

ARCHITECTURAL AND BUILDING PLANS

The petitioner shall provide building construction plans prepared and sealed by a Registered Architect. Said plans shall be scaled at one quarter of an inch equals one foot ($1/4" = 1'$) and include a separate sheet for each of the following:

- 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.
- A detailed wall elevation at a scale of one inch equals ten feet ($1" = 10'$) depicting a wall plane of building materials used.
- Colored renderings of each building elevation.
- Exterior perspective of the building showing the principle building front.

PROJECT REPORT

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

- An explanation of how the design is compatible with Olivette's predominate residential character.
- An explanation of the design features of both the site and building.
- An explanation on the efforts that will be incorporated on the site development to eliminate any adverse affect on grading and stormwater drainage on the adjacent and surrounding properties.

DIGITAL FILES

The petitioner shall provide digital files in a PDF format of each of the items listed above, including the following:

- Sheet One-Cover Sheet
- Sheet Two-Existing Site Information
- Sheet Three-Concept Site Plan
- Sheet Four-Proposed Site Plan
- Sheet Five-Stormwater Management Plan
- Sheet Six-Landscape Plan
- Sheet Seven-Exterior Lighting Plan
- Site Section
- Streetscape Elevation
- Building Plans

FEE SCHEDULE

Table 1-A. Filing Fees for Chapter 400 Zoning Regulations.

1. **Site Plan Review**, filing fees for items under Article XI Site Plan Review.
 - a. Site Plan Review, minimum \$150 unless noted otherwise below:
 - (i) Site Plan Review under the following sections:
 - Section 400.1100.B Minor Site Plan Review
 - Section 400.1090.A Site Plan Review for proposed uses in the "SR" District in conjunction with Chapter 425 Community Design-General.
 (this fee is in addition to the required Community Design Review fee)
 - Section 400.1540 Dish Antennas, and
 - (ii) Site Plan Review under the following sections:
 - Section 400.1090. B, purposed uses in the COR and LID Districts which do not require rezoning, and
 - Section 400.2180.C, Design Review in Article XXII "M-U" Gateway District
 - Variations under Article XIV Off-Street Parking Areas and Loading: \$250
 - (iii) Site Plan Review under the following sections (in addition with Community Design Review fee):
 - Section 400.1090.C Review Procedures for a "PRO" or an "AR" application, including Preliminary Development Plan and Final Development Plan), and
 - Section 400.1090.D Review Procedures for Special Permit or Rezoning, and
 - Section 400.2170 rezoning procedures under "M-U" Gateway District, including Concept Review and Development Review.

• Lot Area	Fee
• 80,000 sf. or less	\$500
• Greater than 80,000 sf., but less than 120,000 sf.	\$550
• 120,000 sf., or greater but less than 200,000 sf.	\$600
• 200,000 sf. or greater	\$650,
•	plus \$50 per each additional 80,000 sf.
 - b. Amendments. Amendments to an active Site Plan Review in which an active Construction Permit under Article XVIII of Chapter 400 has not been completed: \$100

Table 1-B. Filing fees for Chapter 425 Community Design –General

1. **Community Design Review**, filing fees for items under Article I Community Design Regulations. Minimum fee \$150, unless noted otherwise below:
 - a. Community Design Review (in addition to any fee required for Site Plan Review and/or Stormwater Management Review).
 - Multifamily and Nonresidential, additions and new construction: \$400
 - b. Amendments. Amendments to an active Community Design Review in which an active Construction Permit under Article XVIII of Chapter 400 has not been completed:

Solely Community Design Review	\$100
Community Design Review in conjunction with a Site Plan Review	
	\$50 plus Site Plan Review amendment fee