



# City of Ellisville

One Weis Avenue  
Ellisville, MO 63011  
(636) 227-9660 FAX: (636) 227-9486

## APPLICATION FOR SITE PLAN REVIEW

*(please type or print)*

**ALL APPLICABLE SECTIONS OF APPLICATION MUST BE COMPLETE.  
APPLICATION MUST BE CONSISTENT WITH SUBMITTED MATERIALS.  
PLANS MUST BE FOLDED TO APPROXIMATELY 8 1/2 x 11 or 8 1/2 x 14 IN SIZE. A \$50.00  
APPLICATION FEE MUST ACCOMPANY THIS APPLICATION**

### PART A:

Property Address: \_\_\_\_\_

Applicant: \_\_\_\_\_

Project Name: \_\_\_\_\_

### PART B: SITE DEVELOPMENT

Briefly describe the Proposed Project and intended use(s):  
\_\_\_\_\_

Is the intended use: Permitted \_\_\_\_\_ Conditionally Permitted: \_\_\_\_\_ Part of a Planned Development: \_\_\_\_\_

Total Square Footage of Site: \_\_\_\_\_ Total Square Footage of Building(s): \_\_\_\_\_

Building Lot Coverage: \_\_\_\_\_ Total Impervious Lot Coverage: \_\_\_\_\_

Building(s) Height(s): \_\_\_\_\_ Number of Floors: \_\_\_\_\_

Abutting Land Uses: \_\_\_\_\_

	North	South	East	West
Building Setbacks Provided/Required:	/	/	/	/
	Front	Rear	Side	Side

Landscape Buffer Provided/Required:	/	/	/	/
	Front	Rear	Side	Side

Parking Lot Landscape: Required: \_\_\_\_\_ Provided: \_\_\_\_\_

Total Number of Parking Spaces Provided: \_\_\_\_\_ Required by City Code: \_\_\_\_\_

HVAC Units/other equipment: \_\_\_\_\_ Location: \_\_\_\_\_ Screening: \_\_\_\_\_

Location of Trash Enclosure: \_\_\_\_\_ # Pick Ups/Week: \_\_\_\_\_ P/U time: \_\_\_\_\_

Location of Loading/Delivery/Dock: \_\_\_\_\_ # Deliveries/week: \_\_\_\_\_ P/U Time: \_\_\_\_\_

Fence: Required: \_\_\_\_\_ Location: \_\_\_\_\_ Type/Material: \_\_\_\_\_ Height: \_\_\_\_\_

Wall (Screen/Sound): Required: \_\_\_\_\_ Location: \_\_\_\_\_ Type/Material: \_\_\_\_\_ Height: \_\_\_\_\_

Public Art or Benefit Provided: \_\_\_\_\_ Describe: \_\_\_\_\_

### PART C: PERFORMANCE STANDARDS

All land, buildings and uses must comply with the following performance standards. Other project or use specific factors may be regulated to protect the public health, welfare and safety as well as to protect the character of the neighborhood.

**Vibration.** Will the use be operated so that the maximum ground vibration generated is not perceptible (without instruments) at any point on the lot line of the lot on which the use is located; excluding vehicular traffic unrelated to the subject use? \_\_\_\_\_

**Noise.** Will the use be operated so that the maximum volume of sound or noise generated does not exceed seventy (70) decibels at any point on the lot line of the lot on which the use is located? \_\_\_\_\_

**Odor.** Will the use be operated so that no offensive or objectionable odor is perceptible at any point on the lot line of the lot on which the use is located? \_\_\_\_\_

**Smoke.** Will the use be operated so that no smoke from any source is emitted of a greater density than the density described as No. 1 on the Ringelmann Chart as published by the United States Bureau of Mines? \_\_\_\_\_

**Toxic gases.** Will the use be operated so that there is no emission of toxic, noxious or corrosive fumes or gases? \_\_\_\_\_

**Emission.** Emission of dirt, dust, fly ash and other forms of particulate matter. Emission of dirt, dust, fly ash and other forms of particulate matter shall not exceed eighty-five hundredths (85/100) pounds per one thousand (1,000) pounds of gases of which amount not to exceed five-tenths (5/10) pounds per one thousand (1,000) pounds of gases shall be of such size as to be retained on a three hundred twenty-five (325) mesh U.S. Standard Sieve. In the case of emission of fly ash or dust from a stationary furnace or combustion, device these standards shall apply to a condition of fifty (50) percent excess air on the stack at full load, which standards shall be varied in proportion to the deviation of the percentage of excess air from fifty (50) percent. Will the project comply with this standard? \_\_\_\_\_

**Air pollution.** Every form of objectionable odors, smoke, toxic gases, particulate matter such as dirt, dust, fly ash, must be restricted to specific low levels of emissions as set forth in Ord. No. 3347 of St. Louis County Code titled; Air Pollution Control Code, Chapter 612, as amended from time to time. Will the project/use comply with this standard? \_\_\_\_\_

**Radiation.** Every amount of radioactive emissions must be restricted to that considered safe by the Federal Radiation Board Standards, as amended from time to time. Will the use/project comply with this standard? \_\_\_\_\_

**Operations, heat and glare.** Every operation producing intense glare or heat must be enclosed so that they are imperceptible at any lot line without instruments. Will the project/use comply with this standard? \_\_\_\_\_

*Additional Standards applicable to all new restaurants and fast food restaurants, and upon change of ownership of existing restaurants and fast food restaurants, with the exception of Bar B Que Restaurants as defined in Section 30-18: (Ord. #2288, Sect. 2, 11-18-99)*

**Grease extraction efficiency:** Exhaust system shall have grease extraction efficiency of at least 90% as tested by an approved agency. Will the use/project comply with this standard? \_\_\_\_\_

**Maintenance:** Equipment shall be maintained at intervals as recommended by the manufacturer and property maintenance performed in accordance with manufacturer's instructions. Will the use/project comply with this standard? \_\_\_\_\_

**Cleaning:** Hoods, grease removal devices, fans, ducts and other appurtenances shall be cleaned to bare metal at frequent intervals prior to surfaces becoming heavily contaminated with grease or oily sludge. Will the use/project comply with this standard? \_\_\_\_\_

**PART D: STORM WATER QUALITY PROTECTION STANDARDS:**

All development and redevelopment must comply with storm water quality protection standards. To the maximum extent feasible, the development plan should preserve and/or protect existing natural resource areas that facilitate pollutant removal and reduce runoff.

1. As proposed, has land disturbance been minimized to the maximum extent feasible? \_\_\_\_\_
2. Can additional greenspace be preserved within the project boundary? \_\_\_\_\_
3. Can the proposed development be located in already developed areas? \_\_\_\_\_

4. Has stormwater been captured and infiltrated into the ground as part of the project? \_\_\_\_\_
5. Has stormwater been captured and reused for irrigation or décor as part of the project? If not, why not? \_\_\_\_\_  
\_\_\_\_\_
6. Have permeable surface materials been used to promote infiltration and limit runoff? \_\_\_\_\_
7. Can land disturbance be restricted to less sensitive areas within the project? \_\_\_\_\_
8. Is the development located outside the 100 year flood plain? \_\_\_\_\_
9. Is the development located outside the stream bank setback buffer? \_\_\_\_\_
10. Does the development warrant engineering channel protection controls (because of size or stream bank erosion problems)? \_\_\_\_\_
11. Does the development plan avoid sensitive areas? \_\_\_\_\_
12. Does the site development plan utilize stormwater credits? \_\_\_\_\_
13. Does the site development plan show structural BMPs? What is the acreage of drainage to the BMP? Will the BMP be above or below ground? \_\_\_\_\_
14. Who will be responsible for maintaining storm water controls? Are the structural BMP shown on the plan appropriate for the entity or person responsible for maintenance? \_\_\_\_\_
15. Is over 1 acre of impervious area being added? \_\_\_\_\_
16. Is the development tributary to any existing basins that need to be upgraded? \_\_\_\_\_

**PART E: ENVIRONMENTAL STATEMENT**

Will the proposed request adversely impact the environment?: \_\_\_\_\_

Has a Phase I Assessment or Phase II Environmental Report/Study been prepared in association with this request? \_\_\_\_\_ (Yes or No) If yes, please submit a copy of the report/study with this application.

By filing this application you acknowledge and are aware that the City may require a partial or comprehensive environmental assessment, impact analysis, or report, in conformity with Chapter 415, Environmental Report of the Land Use Regulations, at any time during the application or approval process.

**PART F: PROCESS**

1. The City offers all applicants the opportunity to meet with City staff at any time to discuss a project. Please contact the City Planner to schedule a meeting: Ada Hood, [ahood@ellisville.mo.us](mailto:ahood@ellisville.mo.us) or via phone 636-227-9660.
2. The City also offers all applicants the opportunity to meet with the City Council in a Preliminary Conceptual Meeting. The Preliminary Conceptual Meeting is designed to provide the applicant with an opportunity to present a concept to the City Council for initial feedback, before the applicant incurs significant costs for detailed drawings or plans. The meeting is informal and non-binding. There is no cost to schedule a meeting, an applicant need only submit the Preliminary Conceptual Meeting form at least seven (7) days prior to the regularly scheduled City Council meeting date.
3. All requests for Site Plan review must be made by submitting the Application Cover sheet, the Application for Site Plan form, associated fees and plans.
4. To initiate the process, please submit one copy of the application forms and nine (9) copies of the plans for 'staff review.' This initial submittal must be made a minimum of thirty (30) days prior to the Planning and Zoning Commission meeting date. In the case of high traffic uses, where a traffic impact study will be required, the submittal should be made at least forty-five (45) days prior to the Planning and Zoning Commission meeting date. Staff will route the plans to various departments and applicable agencies for their review. Within fifteen (15) days of receipt of submittal, the City Planner shall notify the applicant of any deficiencies or the application shall be accepted for consideration by the Planning and Zoning Commission, unless said timeframe is mutually waived. The applicant must respond to the City Planner's

list of deficiencies within seven (7) days to be scheduled at the next Planning and Zoning Commission meeting. Delays in resubmitting will delay consideration of the application to the following month. Applicants must respond to the City Planner's list of deficiencies within thirty (30) days or the application is deemed void, unless such timeframe is mutually waived. The resubmittal should include revised applications and documents, as applicable, and twenty-five (25) sets of plans, folded to approximately 8 ½ x 11 or 8 ½ x 14 in size.

**PART G: CHECKLIST**

- \_\_\_\_\_ Completed Application Cover form (only one form is needed per project)
- \_\_\_\_\_ Letter describing the proposed project (who, what, where, when, why, etc)
- \_\_\_\_\_ One fully executed copy of the sale contract or lease agreement, if applicable.
- \_\_\_\_\_ \$800 deposit for Landscape Plan Review, if applicable. Depending on what the actual cost of the third party review, an applicant may be owed a refund or may be billed for additional monies.
- \_\_\_\_\_ \$6,000 deposit for Traffic Report, if applicable. Depending on what the actual cost of the third party review, an applicant may be owed a refund or may be billed for additional monies.
- \_\_\_\_\_ Landscape Plan, Tree Preservation Plan, Street Tree Planting Plan
- \_\_\_\_\_ Landscaping plan must show existing to remain, existing to be removed and proposed new landscaping. Note name, size and number of trees, shrubs and other plant material. Include plans for preserving existing trees and replacing removed trees.
- \_\_\_\_\_ Lighting Plan and Photometric Plan in compliance with Section 400.350. A Sidewalk Luminaire plan in compliance with Section 400.351, if applicable.
- \_\_\_\_\_ Type, location, height, shielding and degree of brightness of all exterior lighting.
- \_\_\_\_\_ Boundary Map showing all boundaries, existing setbacks and other physical features.
- \_\_\_\_\_ Location map showing north arrow.
- \_\_\_\_\_ Zoning district, subdivision name, lot number, dimensions and area, and zoning of adjacent parcels where different than site.
- \_\_\_\_\_ Dimensions of existing and proposed roadway pavements, sidewalks and right-of-way width for streets abutting the site. The proposed ingress and egress to the site including adjacent streets.
- \_\_\_\_\_ Location and identification of all easements (existing and proposed).
- \_\_\_\_\_ Off-street parking spaces, required and proposed, including the number, size, and location of those designated for the handicapped. Depict loading areas.
- \_\_\_\_\_ Topographical survey showing all topography and drainage. Existing and proposed contour lines or elevations based on mean sea level datum at intervals of five (5) feet or less. Plan must depict any changes to topography and the natural flow of drainage. Note type, size and location of storm water drainage facilities and sanitary sewage treatment.
- \_\_\_\_\_ Approximate location of any storm water retention or detention facilities, sink holes and springs, silt berms, and other siltation control facilities.
- \_\_\_\_\_ Location, dimension, and character of all proposed infrastructure improvements.
- \_\_\_\_\_ Plans showing all existing and proposed utilities.
- \_\_\_\_\_ Proposed use of the building and its construction type and distance from adjacent property lines. Overall dimensions of all buildings and the gross floor area of each building.
- \_\_\_\_\_ At least two (2) section profiles through the site showing preliminary building form, existing natural grade and proposed final grade.

- \_\_\_\_\_ Natural Resources Plan must show all existing resources; Show all wetlands, major waterways, 100 and 500 year flood plains, stream buffer, areas prone to flooding, stream erosion areas, sinkholes, springs, seeps, other karst features, areas with shallow depth to bedrock, existing topography, identify areas with slopes greater than 20%, show site soil type, areas with erodible soil, gullies, swales, ditches, ponds, existing detention basins, show forests and prairie areas, existing impervious areas and utilities and stormwater “credit areas.”
- \_\_\_\_\_ Provide an existing and proposed BMP area drainage map.
- \_\_\_\_\_ Location and screening of trash and recycling containers.
- \_\_\_\_\_ Location and screening of HVAC equipment.
- \_\_\_\_\_ Location of proposed amenities.
- \_\_\_\_\_ Location and size of existing and proposed freestanding signs.
- \_\_\_\_\_ The seal, signed and dated, of the licensed person who prepared the drawing or under whose immediate personal supervision the drawing has been prepared.
- \_\_\_\_\_ All amendments should be “clouded” and note referenced.