

## Site Plan Review Application Checklist

In order to be deemed complete, the following items must accompany the Site Plan Review Application:

- Non-refundable application fee, see Fee Schedule.
- Detailed site plan, prepared by a licensed professional engineer, architect, surveyor, planner and/or landscape architect. Must be drawn at a scale not to exceed 1": 20' and not to be less than 1"; 200'. One or more of a series of maps shall be submitted indicating:
  - An out-boundary survey plat and legal description of the property.
  - The location, size, and height of all existing and proposed structures on the site, with identification of distance from lot lines.
  - The location and general design (dimensions and materials) of all driveways, curb cuts, and sidewalks, including connections to building entrances, with identification of distance from lot lines.
  - The location, area, and number of proposed parking spaces, and distance from lot lines.
  - Existing and proposed grades at contour intervals of two (2) feet or less, extended beyond the project site to include adjacent properties and structures.
  - Proposed finished floor elevations of all structures.
  - The location, and size of all existing and proposed utilities (public and private) serving the property.
  - The proposed general use and development of internal spaces, including all recreational and open space areas, plazas, and major landscaped areas by function, and the general location and description of all proposed outdoor furniture (seating, lighting, etc.).
  - The location and details of all retaining walls, fences (including privacy fences, etc.), and earth berms.
  - The description and location of all refuse collection facilities, including screening to be provided.
  - Provisions for both on- and off-site stormwater drainage and detention related to the proposed development.
  - Proposed sign locations.
  - A Landscaping Plan, signed and sealed by a Missouri Landscape Architect, meeting the standards and requirements of Chapter 26, Article V of the Municipal Code.
  - The location and general type of all existing trees over six-inch caliper and identification of those to be preserved.
  - A Lighting Plan, meeting the standards and requirements of Chapter 26, Article V, Section 26-23 of the Municipal Code.
- Site and building sections. Schematic or illustrative sections shall be drawn to a scale of one inch equals eight feet or larger, indicating both edge conditions and internal grade changes in relation to principal variations of internal building levels and site line relations to adjacent structures.
- Detailed professional architectural elevations, identifying materials. Architectural elevations shall be drawn to a scale of one inch equals eight feet or larger.
- Floor plans.
- Parking demand study, produced by a licensed professional engineer or planner (at request of city staff).
- Traffic impact study, produced by a licensed professional engineer or planner (at request of city staff).



## DEVELOPMENT APPLICATION REVIEW PROCEDURES FOR

**SITE PLAN REVIEW (MAJOR AND MINOR):** The City of Crestwood requires the review of a Major Site Plan or Minor Site Plan for any exterior modification to buildings in the C-1, M-1, and PD zoning districts and/or in the Watson Road Overlay Area prior to the approval of building permits

**PLANNED DEVELOPMENT DISTRICT:** The City of Crestwood allows for development concepts that require a higher degree of specific planning with a request for a change of zoning to a Planned Development district.

- PD-R: Planned Development- Residential district
- PD-C: Planned Development- Commercial district
- PD-M: Planned Development- Manufacturing district
- PD-MXD: Planned Development- Mixed Use district

These requests for a change of zoning must be accompanied by a Preliminary Development Plan and subsequently a Final Development Plan

**CONDITIONAL USE PERMIT:** The City of Crestwood has designated a number of uses which are considered essentially desirable, necessary or convenient to the community, but which by their nature or in their operation have:

- A tendency to generate excessive traffic;
- A potential for attracting a large number of persons to the area of the use thus creating noise or pollutants;
- A detrimental effect upon the value or potential development of other properties in the neighborhood; and/or
- An extraordinary potential for accidents or danger to public health or safety.

Applicants seeking to operate one of these designated uses must obtain a Conditional Use Permit before submitting any applications for site plans, building permits, or occupancy permits.

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General review procedures for the types of development applications above are as follows:

1. *Pre-Application Meeting-* The applicant should first contact the City Planner to schedule a Pre-Application meeting. The purpose of this meeting is to allow the applicant to present their concept at a high level and to discuss the city's review procedures. At this stage, the City Planner may be able to identify potential red flags or concerns, but cannot conduct a detailed review.

To schedule a meeting, please fill out and email a Pre-Application Meeting Request form to the City Planner, which can be found on the city website at [www.cityofcrestwood.org](http://www.cityofcrestwood.org).

2. *Initial submittal*- After the Pre-Application Meeting, the applicant may submit one of the development applications described above to the Department of Public Works. An application may only be submitted by the owner of record or contract purchaser of a lot or tract of land. The application must include the necessary fee payment and 6 hard copies of the necessary plans and supporting documents, as detailed within each application. An additional pdf or digital copy of the application and supporting documents should be provided to city staff after the initial hard copy application has been submitted. If all required supporting documents are not submitted with the application, the application may be rejected.
3. *Initial review*- The completed application & supporting documents will be distributed to city staff for initial review and comments. City staff review will typically take approximately two weeks. The City Planner will compile all city staff comments into one letter for the applicant. The letter will identify the necessary revisions or clarifications the applicant will need to make in order to meet city code requirements and will provide the deadlines for re-submittal in order for the request to move forward.
4. *Revisions and resubmittal*- After receiving their review letter, the applicant will need to revise or expand upon their proposal and resubmit four (4) hard copies & a pdf copy of revised plans. City staff will review and may provide additional questions or comments. This process will continue until all concerns or questions have been adequately addressed to send the request to a public meeting for public recommendation and decision.
5. *Scheduling*- After all revisions are complete, the request will be scheduled for a public hearing or meeting with the Planning, Zoning, and Architectural Review Commission. Depending on the type of development request, another round of public hearings or meetings with the Board of Aldermen may follow:
  - a. **MAJOR OR MINOR SITE PLAN**: Will be scheduled for a public meeting with the city's Planning, Zoning, and Architectural Review Commission
  - b. **PRELIMINARY DEVELOPMENT PLAN**: Will be scheduled for a public hearing before the Planning, Zoning, and Architectural Review Commission, and then another public hearing with the Board of Aldermen for their final decision.
  - c. **FINAL DEVELOPMENT PLAN**: Will be scheduled for a public meeting with the Planning, Zoning, and Architectural Review Commission
  - d. **CONDITIONAL USE PERMIT**: Will be scheduled for a public hearing before the Planning, Zoning, and Architectural Review Commission and then another public hearing before the Board of Aldermen for their final decision.

The Planning Commission meets once a month, typically on the first Wednesday of each month. The Board of Aldermen typically meets on the fourth Tuesday of each month. Exact meeting dates and calendars can be found on the city website. Both bodies require a 15-day public notification period prior to a public hearing. For this reason, initial submittals are due a minimum of four weeks prior to the targeted Planning Commission meeting date. To provide sufficient time for the above review, revision, and public notification processes, it's recommended that applications are submitted six weeks prior to the targeted Planning Commission meeting date.

6. At least one (1) week in advance of the Planning, Zoning, and Architectural Review Commission meeting, the petitioner will need to provide:
  - 12 hard copies of the applicant's petition letter, site plan, building elevations and floor plans. (Please collate, staple and fold all drawings).
  - 1 digital copy of all materials via thumb drive or pdf.
7. The applicant should be prepared to make a formal presentation regarding their proposal before the Planning, Zoning, and Architectural Review Commission and to answer and address questions and concerns from the Planning Commission during the public meeting.
8. The Planning Commission will discuss the proposal and will take the following actions, based on the type of request:

**a. MAJOR AND MINOR SITE PLAN:**

The Planning Commission will vote to approve, approve with conditions, or deny a Major or Minor Site Plan.\*

After approval of a Major or Minor Site Plan, the applicant must prepare a mylar version of their approved plan. The applicant will need to sign and notarize the mylar and submit the it to be signed and sealed by the City of Crestwood. The applicant must then deliver the signed and sealed mylar to the St. Louis County Recorder of Deeds office to be recorded as a legal document. All subsequent plans permitted plans and activities pursuant to completion of a construction project approved through a Major or Minor Site Plan process must adhere to the recorded document.

**b. PRELIMINARY DEVELOPMENT PLAN:**

The Planning Commission will vote to recommend approval, approval with conditions, or denial of a Preliminary Development Plan with a request for a Change of Zoning to a PD-R, PD-C, PD-M, or PD-MXD district in a public hearing.

The Planning Commission's recommendation will be forwarded to the Board of Aldermen, and the item will be scheduled for an additional public hearing with the Board of Aldermen. The applicant will need to provide an additional 12 copies of all items that were previously provided to the Planning Commission.

The Board of Aldermen will then vote to approve, approve with conditions, or deny a Preliminary Development Plan along with an ordinance to approve, approve with conditions, or deny the request for a change of zoning to a PD district. An ordinance will be drafted incorporating the Board's voted upon conditions of approval. It should be anticipated that the Board's deliberation upon a Preliminary Development Plan with a request for a change of zoning to a PD district may take at least two meetings due to the complexity of these procedures.

**c. FINAL DEVELOPMENT PLAN:** Following the approval of a Preliminary Development Plan and change of zoning to a PD district, the applicant will be directed to prepare a Final Development Plan, incorporating all conditions of approval of the Preliminary Development Plan into a refined and more detailed final plan. This must be completed within nine (9) months after the approval of the Preliminary Development Plan. The change of zoning is not considered to be complete until after the approval of the Final Development Plan.

Following steps 1 through 5 above, the applicant's Final Development Plan will be submitted to the Planning Commission. The Planning Commission will vote to approve, approve with conditions, or deny a Final Development Plan.\*

After approval of the Final Development Plan, the applicant must prepare a mylar version of the approved plan. The applicant will need to sign and notarize the mylar and submit it to be signed and sealed by the City of Crestwood. The applicant must then deliver the signed and sealed mylar to the St. Louis County Recorder of Deeds office to be recorded as a legal document. All subsequent plans permitted plans and activities pursuant to completion of a construction project approved through a Final Development Plan process must adhere to the recorded document.

**d. CONDITIONAL USE PERMIT:**

The Planning Commission will vote to recommend approval, approval with conditions, or denial of a request for a Conditional Use Permit in a public hearing. The item will then be forwarded with the Planning Commission's recommendation and scheduled for an additional public hearing with the Board of Aldermen. The applicant will then need to provide an additional 12 copies of all items previously provided to the Planning Commission.

The Board of Aldermen will vote to approve, approve with conditions, or deny a request for a Conditional Use Permit. An ordinance will be drafted incorporating the Board's voted upon conditions of approval. It should be anticipated that the Board's deliberation upon a Conditional Use Permit may take two meetings in order to conduct a first and second reading of the ordinances.

9. Following approval of a Conditional Use Permit, Major/Minor Site Plan, or Final Development Plan, the applicant may submit six (6) full-sized hard copy of sets of detailed construction drawings and site plans for a Commercial Zoning Review Permit or Residential Zoning Review Permit to the City of Crestwood Department of Public Works as part of the building permit application review process in coordination with the St. Louis County Department of Public Works. Please see the **Commercial Zoning Review Permit or Residential Zoning Review Permit applications** for instructions on those administrative review procedures.

\*Following the Planning and Zoning Commission's decision regarding a Major/Minor Site Plan or a Final Development Plan, the Board of Aldermen will have five (5) days to request to exercise what is known as their Power of Review. In the event the City Planner fails to notify the Board of Aldermen of an applicable P&Z decision within 48-hrs, the Board of Aldermen may have up to ten (10) days to request to exercise their Power of Review. If an Alderman or the Mayor requests to exercise their Power of Review, the Board may ultimately vote to overturn or amend the Planning and Zoning Commission's decision at a forthcoming regular or special meeting of the Board of Aldermen.