

Conditional Use Permit Application Checklist

In order to be deemed complete, the following items must accompany the CUP Application:

- Non-refundable application fee, see Fee Schedule
- A legal description of the property
- A written description of the proposal, including the following items:
 - Identification of proposed uses
 - Description of business activities, including number of employees & hours of operation
 - Building height and gross floor area
 - Consideration of conformity with the City's Comprehensive Plan
 - Site area (square feet and acres).
 - Allocation of site area by building coverage, parking, loading and driveways, and open space areas, including total open space, recreation area, landscaped areas, and others.
 - Total dwelling units and floor area distributed by general type (one-bedroom, two-bedroom, etc.), and total floor area ratio and residential density distribution.
 - Floor area in nonresidential use by category and total floor area ratio.
 - Calculations of parking spaces and area in relation to dwelling units and commercial floor area.
 - Estimates of volumes of traffic movements to and from the completed project from the boundary streets.
 - Preliminary schedule for completion of the project

Depending on the scope of the proposal, some or all of the following items may also be required for review:

- Site plan and landscape plan. One or 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.
 - The location and general design (dimensions and materials) of all driveways, curb cuts, and sidewalks, including connections to building entrances.
 - The location, area, and number of proposed parking spaces.
 - Existing and proposed grades at an interval of two feet or less, extended beyond the project site to include adjacent properties and structures.
 - 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, in addition, an indication of those to be preserved.
 - 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.
- 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.
- Typical elevations. Typical elevations of proposed buildings shall be drawn to a scale of one inch equals eight feet or larger or at a reasonable scale
- Parking demand study, produced by a licensed professional engineer or planner
- Traffic impact study, produced by a licensed professional engineer or planner