

The City of



Green Park

Application Date: _____

Permit No.: _____

Commercial Fee: \$100.00 + \$20.00
per acre*

Residential Fee: \$50.00*

-- SITE PLAN APPLICATION --

The Site Plan application constitutes a petition for amending the applicable zoning regulations to allow a more flexible but detailed plan as set forth in Section 405.450. The number of copies shall be as required applications for rezoning, Section 405.420 of this Code, and shall be accompanied by all general application requirements, including review and processing fees as set forth in Section 400.120.

Information Concerning Applicant: Applicant hereby submits the following information concerning the proposed site:

Location of project: _____

_____ Address of proposed Site Plan _____ City _____ State _____ Zip Code

Applicant Name: _____

_____ Address _____ City _____ State _____ Zip Code

() _____ () _____
Phone Number Fax Number Email Address

Mailing Address (if different than above)

_____ Address _____ City _____ State _____ Zip Code

() _____ () _____
Phone Number Fax Number Email Address

Name of Property Owner:

_____ Name

_____ Address _____ City _____ State _____ Zip Code

() _____ () _____
Phone Number Fax Number Email Address

Name of Architect and/or Engineer: _____ () _____
Name Phone Number

Lot locator number: _____ Current Zoning: _____ Proposed Zoning: _____

Preliminary Site Plan Submission Requirements

The applicant shall initially submit, map(s)/plan(s) containing the following information: *(Three (3) copies of each)*

- Site Dimensions: Show dimensions of site perimeter, applicable zoning setback lines, site area in square feet and access.
Site surroundings: Indicate the property lines, ownership and location of all buildings occupying the property
 - abutting subject property or location in a distance of one hundred eight-five (185) feet from the perimeter of the site. This may be drawn at a different scale from other plan items.
 - Easements and restrictions: Indicate location and nature of easements, zoning boundaries or other restrictions or limitations on the use of the subject site.
 - Site topography: Provide existing and proposed contours at intervals of two (2) feet or less. This map may be approximate and drawn from enlarged U.S.G.S. or MSD base maps for preliminary submission.
 - Building location, size and siting: Outline in a solid line and locate with dimensions from the property line the “foot print” of all proposed buildings. All buildings extensions or projections beyond the primary facade should be drawn with dotted lines. Also indicate building perimeter, dimensions and heights.
 - Parking layout and driveways: Include notation of parking stall size, aisle and driveway widths and number of spaces in each row of parking spaces.
 - Landscape plan: Describe existing and proposed landscape material by size and species along with related site improvements such as retaining walls, walkways, plazas, etc. Generalized massing of major existing tree groups and approximate location of all trees over nine-inch caliper, whether to remain or to be removed, to be shown on preliminary submission. The final plan should locate all trees over six-inch caliper and indicate which are to remain and which are to be removed as well as describing accurately the size, type and location of all planned plant material.
 - Utilities: Indicate provisions for or access to major utilities including water, storm sewer, sanitary sewers, gas and electricity.
Stormwater management and erosion control: Indicate provisions to be made to direct and detain stormwater on-site in accordance with applicable city regulations and to mitigate erosion both during and following completion of construction.
 - Lighting: Indicate the location of light standards along with a graphic and catalog reference describing the proposed standards.
Development data: Indicate in tabular form on the site plan the following:
 1. Site area in square feet and acres;
 2. Gross building floor area in square feet;
 3. Percentage of leasable to gross building floor area;
 4. Building coverage (building “foot prints” divided by site area);
 5. Site coverage (building coverage plus parking and driveway areas divided by site area);
 6. Parking spaces required;
 7. Parking spaces provided;
 8. Existing and proposed zoning.
 - A site location diagram: A small diagram map indicating position in the city and relation to surrounding streets and City’s major street network which may be a different scale from the remaining items.
 - Schematic architectural plans.
 - Flood plain information relating to the location of the 100 year flood plain if a flood plain exist on the property.
 - Fee as indicated on top of page one.
- COPIES REQUIRED FOR INITIAL SUBMITTAL: Please check off.**
- Three (3) copies of the Site Plan
 - Three (3) copies of any additional material submitted

Representation Concerning Authority & Compliance with Laws:

I am authorized by the Applicant to sign on his/her/its behalf and have read this application in its entirety. The information contained herein is true, and correct and complete to the best of my knowledge, information, and belief.

Applicant hereby represents that the business conducted by Applicant does not and will not violate any ordinance of the City of Green Park and now complies and will continue to comply fully with the laws of the State of Missouri. Applicant acknowledges that failure to truthfully complete this application or failure to comply with all laws may result in revocation of this permit

Signature of Principal Officer

Date

City Use Only

Planning & Zoning Commission:

Site Plan – Recommendation:

Date: _____

- Approval Conditional Approval (see attachment) Disapproval

Comments:

Board of Aldermen:

Site Plan:

Date: _____

- Approved Conditional Approval (see attachment) Disapproved

Comments:



NOTICE TO ALL SITE/DEVELOPMENT PLAN REVIEW APPLICANTS

Your application for site/development plan review will not be accepted unless the following items are included:

1. The site/development plan must be drawn to an engineer's scale, 1 inch equals 50 feet or greater. Under the zoning code an architect's scale is not acceptable.
2. The site/development plan must include the information on the checklist of the application. If you have any questions about the information required please contact the City Administrator prior to submitting your application.

Note: While a survey or plot plan may be used for the basis for a site plan, it is not a substitute for the site/development plan.

3. Architectural elevations of any building additions or new buildings. During site/development plan review the applicant will be asked to provide material and color information as well.
4. A list of residents/property owners that are within 185 feet of the perimeter of the site. Please include names and addresses.
5. Restaurants must submit a floor plan of the restaurant as well. This is to help determine parking, by considering the floor plan of the restaurant.
6. If a flood plain exists on the property, appropriate information is required.
7. Appropriate fees.

Please note: If the commercial filing fee proves insufficient to pay the cost incurred by the City in processing the application the City may require the payment of an additional. Any unused fees will be returned to the applicant.