



# Application for MAJOR SITE PLAN REVIEW

**Applicant Information:**

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

Address and Phone: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Legal Description and Address of Subject Property (attach if necessary)

\_\_\_\_\_

Present zoning of property: \_\_\_\_\_ Present use: \_\_\_\_\_

Description of property: \_\_\_\_\_

Width (frontage) \_\_\_\_\_ Depth: \_\_\_\_\_ Area (sq. ft.) \_\_\_\_\_

Project Description (attach if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgement and signature:**

The undersigned hereby represents upon all the penalties of the law, for the purpose of inducing the City of Ferguson, Missouri, to take action herein requested, that all statements herein are true in that all work herein mentioned will be done in accordance with the ordinances of the City of Ferguson.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner



## Instructions for Filing APPLICATION FOR MAJOR SITE PLAN REVIEW

Filing Date \_\_\_\_\_

1. Generally, the Plan Commission meets on the first and third Wednesday of each month at 7:00 p.m. Applications and supporting materials are accepted at any time. Upon submittal of all requirements and Staff review, the Applicant will be placed upon the next available Plan Commission meeting agenda. Deficient applications/site plans may be delayed or postponed at the discretion of the Director of the Department of Planning and Development.
2. The Applicant must submit the following:
  - Application for Major Site Plan Review
  - 1 copy of legal description
  - Submit 10 copies of site plan to be submitted for Staff review. After review by City, submit 15 plans for Plan Commission.
  - Site Plan Review Fee- \$150 non-refundable

All plans must be prepared and sealed by a registered land surveyor engineer, or architect and/or landscape architect.

3. The Applicant shall submit an engineer's estimate of site improvement costs for review and approval by the City of Ferguson. Based on this approved amount, the Applicant must submit an escrow agreement, a letter of credit, or a site development bond covering the entire cost of the site improvements prior to issuance of any required permit(s) to assume the completion of the site improvements. Such financial guarantee shall be enforceable by or payable to the City in an amount equal to the estimated cost of all site improvements (streets, curbs, sidewalks, storm and sanitary sewers, grading, and landscaping for the entire project), and shall be effective for a minimum of two years after commencement of construction on the site. Such financial guarantee shall be extended by the developer if construction is not substantially complete at the end of the two year period.
4. The Plan Commission meetings begin at 7:00 p.m. At the meeting, the Plan Commission will consider the Staff report and the major site plan shall be approved, disapproved, or approved with conditions. The Applicant or other project representative should attend the Commission meeting. If a site plan is denied, the Applicant may appeal this decision to the City Council.
5. Upon approval, a site plan is valid for a period of twelve months from the date of approval by the City. If no building permit is obtained during that period, the approval shall terminate. Approval of a site plan shall not affect the requirement for submission of plans to the Architectural Review Board.
6. For more information, please contact the Department of Planning and Development at (314) 524-5197.



## Major Site Plan Review Checklist

Information to be shown on site plan or supporting materials required. The scale for all drawings shall be no smaller than 1 inch = 50 feet.

### General Requirements

- Project name
- Property owner's name and address
- Applicant's name and address
- Name of person or company preparing the plan
- Date, scale, and north arrow
- Lot or parcel number and address
- Vicinity map
- Proposed use and development of the parcel including principal and accessory uses
- Existing zoning of the property and adjoining properties
- Required yard setbacks appropriately dimensioned
- Total acreage
- Total number of lots and minimum lot sizes (if applicable)
- Property lines and dimensions (showing bearings and distances)
- All contiguous property under the ownership or control of the Applicant. Areas not planned for development at the time of submittal shall be shown as "Future Development".
- Building heights and number of stories of proposed buildings and structures
- The form of proposed buildings and structures, including plan and elevation views
- For multi-family and non-residential developments, the approximate location and arrangement of existing buildings, parking areas, and other improvements including stormwater detention areas and all required buffers.
- Minimum 100' off site showing all improvements in right-of-way
- Proposed covenants, deed restrictions, or special agreements
- Type, size, and location of all signs
- Proposed sign locations, dimensions, and square feet
- Recording block for St. Louis County Recorder of Deeds

### Parking and Circulation

- Location of ingress and egress points

- Service areas and loading spaces including dimensions
- Calculations on required number of off-street parking spaces
- Parking spaces, numbered by bays (required minimum dimensions for standard bays 9' x 19')
- Vehicles to be parked or stored outside
- Waiting spaces for drive-in facilities
- Size, location, and names of adjoining existing streets or access drives and proposed right-of-ways and roadways
- Properties fronting St. Louis County and/or Missouri Department of Transportation right-of-ways require separate submittal with copy of submittal letter sent to the City of Ferguson.
- Location of existing and proposed sidewalks
- Note any delivery traffic that does not fall between 7:00 a.m. and 6:00 p.m.

**Landscaping, Screening, and Lighting Plan**

- Night lighting - location and foot-candles
- Location, type, and height of fences or screening
- Landscaped areas including major trees to be retained and corresponding schedule of plan material to be planted
- Location and dimensions of any outdoor storage or outdoor display areas and related screening, if necessary
- Dumpster location, screening detail

**Grading, Utility, and Drainage Plan**

- Location of 100-year floodplain and other water courses
- Topography with contour intervals no greater than 10 feet
- Drainage- show by arrows the direction of storm drainage runoff and the existing drainage facility that will receive the runoff
- Utilities- show the location of transformers, water connections, sanitary sewers

**Fire Protection**

- Fire lane locations
- Location of fire hydrants

Additional information may be requested, if necessary, to review your project adequately.