



# Major Site Plan Review Application

City of Ferguson  
Planning & Development Department

APPLICANT & OWNER INFORMATION			
Project Address <sup>1</sup> :			Date:
Owner Name:			Owner Phone:
Owner Address:			
Email Address:			Fax Number:
PROPERTY INFORMATION			
Present Zoning:		Present Use:	
Description of Property:			
	Width (Frontage):	Depth:	Area (sq.ft.):
Project Description <sup>2</sup> :			

[View Site Plan Requirements at fergusoncity.com/DocumentCenter/View/5463/Site-Plan-Requirement-Checklist](http://fergusoncity.com/DocumentCenter/View/5463/Site-Plan-Requirement-Checklist)

An application shall be accompanied by the following:

- 1) Legal Description of the Property
- 2) Twenty (20) physical copies of the site plan (Staff, Plan Commission, & City Council review), and one (1) electronic copy
- 3) \$150 Non-refundable Plan Review Fee

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, Missouri.

Signature of Applicant:		Date:	
Print Name:		Cellular Phone:	
Signature of Owner:		Date:	
Print Name:		Cellular Phone:	

**Submit complete application to [plandev@fergusoncity.com](mailto:plandev@fergusoncity.com)**



# Instructions for Major Site Plan Review Application

City of Ferguson

Planning & Development Department

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:
  - a. Application for Major Site Plan Review
  - b. 1 copy of legal description
  - c. Submit twenty (20) physical copies of the site plan (Staff, Plan Commission, & City Council review), and one (1) electronic copy
  - d. Site Plan Review Fee- \$150 non-refundable
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.
7. For a Site Plan Requirement Checklist, please visit  
<https://www.fergusoncity.com/DocumentCenter/View/5463/Site-Plan-Requirement-Checklist>