

**CITY OF FENTON**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
625 New Smizer Mill Road, Fenton, MO 63026  
(636) 349-8110

**SITE PLAN REVIEW APPLICATION CHECKLIST**

A **complete** application for Site Plan Review must be received by the Community Development Department no less than thirty (30) days prior to the next Planning and Zoning Commission Meeting in order to be placed on the agenda for consideration. ***Partial or incomplete applications will not be accepted.***

Please review the checklist below to verify that your application is complete before submitting materials to the Community Development Department. *Please check-off below that all items are included in your submittal, and sign at the bottom.*

**REQUIRED DOCUMENTS FOR A COMPLETE SITE PLAN REVIEW APPLICATION:**

- One (1) petition for Site Plan Review: All blanks completed, application signed and notarized.
- One (1) legal property description.
- One (1) letter of property owner consent (if you are not the owner), or proof of ownership-under-contract.
- One (1) check for fee payable to 'City of Fenton' (*see attached fee schedule*).
- Twenty-five (25) full-sized copies of all items/plans, plus one 11"x17" or 8½"x11" copy of all items/plans if full-sized documentation is larger than 11"x17".
- Site Plan and/or Survey Plat must include the following:
  - All items listed on Item #12 of the Petition For Site Plan Review
  - Parking calculations (identify landscaped spaces)
  - Site coverage calculation
  - Identify loading dock spaces
  - Building elevations
  - Building materials and colors
  - Lighting photometrics
  - Landscape plan (note any trees to be removed of 6" or greater diameter)
  - Landscaped island every 20 parking spaces on parking lot aisles

***NOTE: A pre-application conference with the Community Development Director is encouraged.***

I/we (Petitioner) \_\_\_\_\_ do submit the attached application for a Site Plan Review of (project name) \_\_\_\_\_ at (address) \_\_\_\_\_ and verify that all of the required documents are attached herewith. I understand that in order for my case to be placed on the agenda, all required materials must be received within 30 days of the next scheduled public hearing meeting. *If the application and materials are incomplete or are returned for corrections by the Community Development Director, placement of my case on an agenda will be delayed until such time as all required materials are received within the 30-day requirement.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Fenton**  
**Community Development Department**  
625 New Smizer Mill Road  
Fenton, MO 63026  
(636) 349-8110

**PETITION FOR SITE PLAN REVIEW**

**DATE:** \_\_\_\_\_

**PETITION NO.:** \_\_\_\_\_

**DATE PAID:** \_\_\_\_\_

**FEE:** \_\_\_\_\_

I (we), the petitioner(s) \_\_\_\_\_ am  
(are) seeking a **Site Plan Review** from the City of Fenton. I understand this petition will be  
scheduled for a public hearing with the Planning and Zoning Commission of the City of Fenton and a  
recommendation from this Commission will be made to the Board of Aldermen for a final decision.

Information to accompany this application.

1. Address and legal description of property (attach if necessary): \_\_\_\_\_
2. Name of Project and Phase: \_\_\_\_\_
3. Zoning district of the project: \_\_\_\_\_
4. Zoning Districts adjoining project area (may be marked on attached zoning map): \_\_\_\_\_
5. Is density compatible with district guidelines? \_\_\_\_\_
6. Height, number of stories and form of the proposed buildings: \_\_\_\_\_
7. Ratio of floor area to the site area (FAR)/Percent lot coverage: \_\_\_\_\_
8. Landscape materials to be placed on site (attach if necessary): \_\_\_\_\_
9. Erosion and stormwater run-off control (attach if necessary): \_\_\_\_\_
10. Exterior building materials and landscaping must comply with specific zone district regulations.
11. Location of signs with sign dimensions (attach if necessary): \_\_\_\_\_

12. Site Plan of property, drawn to scale of no more than 1:50, with a North directional device on plan map, showing nearest street intersection, dimensions of property, and north point, showing appropriate angles, bearings, and distances (site plan must be sealed and signed by a licensed surveyor or engineer) Note: Survey Plat must be attached to this petition, if not incorporated as part of Site Plan. Other information required on the site plan:
- a. Location of site in relation to surrounding buildings and uses (on same parcel).
  - b. Location, size and use of each building on the site with building lines showing side setback, rear setback, and other setbacks.
  - c. Dimensions of lot
  - d. Location of all existing trees over six (6) inch caliper.
  - e. Location, general design and width of driveways, curb cuts, and sidewalks
  - f. Existing and proposed site grades at a minimum of two (2) feet contour intervals. If a site has less than five feet of elevation change, one-foot contours shall be required; contour lines shall extend fifty (50) feet off-site.
  - g. Location, area, and number of parking spaces that are required.
  - h. Existing and proposed on-site utilities including stormwater collection, detention, gas, electricity, cable service and telephone lines or substations.

I (we) hereby certify that I (we) have a legal interest in the described property or I (we) am (are) the duly appointed representative(s) of the property owner and that all information given herein is true and a statement of fact. As owner(s) or petitioner(s), I (we) will comply with all requirements and conditions set forth by the City of Fenton's Planning and Zoning Commission and Board of Aldermen.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Petitioner's Signature)

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

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**SEAL:**

\_\_\_\_\_  
(Notary Public)

My Commission expires: \_\_\_\_\_ 20\_\_\_\_.

**REMINDER:** Applications, all attachments, and fee must be received by the Community Development Department at least **thirty (30) days prior to the next Planning and Zoning Commission Meeting** in order to be placed on the agenda for consideration.

## CHAPTER 447: SITE PLAN REVIEW

### Section 447.010 Site Plan Review and Requirements.

A. *Purpose.* This Chapter sets forth site plan requirements, process and review standards for all new building construction, building additions or building alterations for certain uses within all zoning districts in the City of Fenton. Except as provided in subsection B below, all applications for new construction, building additions or building alterations shall include a site plan to be filed with the City to be submitted to the Planning and Zoning Commission for its review and recommendations and approved by the Board of Aldermen.

B. *Exceptions.* Unless otherwise provided for within this Title, this Chapter does not apply to the following:

1. Single-family or two-family residential buildings and associated residential accessory building, structures or uses.
2. Exterior building remodels, including, but not limited to, new or replacement roofs, windows, exterior building materials (façade), doors and dock doors, when the building height and/or gross floor area of the building is not altered.
3. Signage (See Section 485.100)
4. New and replacement decks, canopies, awnings, patios, porches, sidewalks, stairs and dock ramps.
5. Fencing not required under a Special Use Permit for outdoor storage.
6. Driveway or parking lot resurfacing, replacement or expansions.
7. Retaining wall under eight (8) feet in height.
8. Interior remodels and finishes
9. Accessory building, structures or uses under two hundred (200) square feet and associated with a non-residential use.

This exception to site plan review set forth above does not exempt those activities from other applicable requirements of this Code nor from obtaining all necessary permits.

C. *Off-Site Considerations.* The site plan must be reviewed to understand how it will affect the surrounding development area, its spin-off development, traffic congestion, adjacent parcels, pavements and lot size.

D. *On-Site Considerations.* The site plan must be reviewed to understand land constraints and development factors, including the effect of the site's natural features such as wetlands, soils, slope, drainage, vegetation, etc.

E. *Application Submission Requirements for Site Plan Review.* An application for Site Plan Review shall be submitted on forms provided by the City, along with the application fee in accordance with Addendum A. Said application may be filed by any person submitting proof of a financial, contractual or proprietary interest in the property to be developed according to the submitted plan and shall contain the following information:

1. Signature of applicant (with name and address).
2. Name of project and phase.
3. Zoning district in which the project is located.
4. Zoning districts adjoining project area.
5. Density compatible with district guidelines.
6. North directional device on plan map.
7. Location of site in relation to surrounding buildings, uses.
8. Location, size and use of each building on the site with building lines showing side setback, rear setback and other setbacks.

9. Height, number of stories and form of the proposed buildings.
10. Dimensions of the lot.
11. Ratio of floor area to the site area (FAR)/percent lot coverage.
12. Location of all existing trees over six (6) inch caliper.
13. Landscape materials to be placed on site.
14. Location, general design and width of driveways, curb cuts and sidewalks.
15. Existing and proposed site grades at a minimum of two (2) feet contour intervals. If a site has less than five (5) feet of elevation change, one foot contours shall be required; contour lines shall extend fifty (50) feet off site.
16. An erosion and stormwater runoff control plan.
17. Location, area and number of parking spaces that are required within this Chapter.
18. Existing and proposed on-site utilities including stormwater collection and detention, gas, electricity, cable service and telephone lines or substations.
19. Location of signs with sign dimensions.

# IMPORTANT NOTICE

## Petitions for Public Hearing

- The Planning and Zoning Commission holds a public hearing on the first Tuesday of every month, 7:00 p.m., at the City of Fenton City Hall, 625 New Smizer Mill Road.
- Prior to the public hearing, the City must have your completed application and other documents delivered to the Community Development Department thirty (30) days in advance of the Commission's next meeting date to post the required public notice. Staff will determine whether the petition will be on the Planning and Zoning Commission agenda for the following meeting.
- Your attendance at the Planning and Zoning Commission meeting is mandatory. Failure to appear will result in a Commission recommendation to continue or deny your request.
- The Planning and Zoning Commission will make their recommendation for approval or denial of your petition to the Board of Aldermen, which meets the fourth Thursday of every month.
- The Board of Aldermen will have final approval or denial of the petition.

**If you have any questions, please do not hesitate to call the Community Development Department at (636) 349-8110.**

## **Fees Schedule for Site Plan Review Application**

Site Plan Review Application Fees shall be based upon the value of construction, as follows:

<b><u>Value of Construction</u></b>	<b><u>Fee</u></b>
Up to \$25,000	\$500.00
\$25,001 to \$50,000	\$800.00
\$50,001 to \$100,000	\$1,200.00
\$100,001 to \$250,000	\$1,600.00
\$250,001 to \$500,000	\$2,000.00
\$500,001 to \$1,000,000	\$3,000.00
Over \$1,000,001	0.3 percent of construction cost, not to exceed \$4,000.00