

# **City of O'Fallon Planning and Development Department**

100 North Main Street  
O'Fallon, Missouri 63366  
www.ofallon.mo.us  
(636) 379-5544



For additional information send inquiries to:  
**E-mail:** tcoffman@ofallon.mo.us or **Fax:** (636) 240-5511

## **Area Plan Application – Planned Developments**

---

---

### **Subject Property Information (Please Type or Print):**

Property Location (Including Address, if applicable): \_\_\_\_\_

Name of Proposed Planned Development: \_\_\_\_\_

Type of Proposed Planned Development: \_\_\_ Environmental Protection \_\_\_ Redevelopment \_\_\_ Special Exception

Date of Pre-Application Conference (Required Prior to Filing an Area Plan Application): \_\_\_\_\_

Has the Subject Property Been Annexed? \_\_\_\_\_ Yes \_\_\_\_\_ No If "Yes", Date of Annexation: \_\_\_\_\_

If "No", Provide the Date of the Pending Annexation Hearings: 1<sup>st</sup> Reading: \_\_\_\_\_ 2<sup>nd</sup> Reading: \_\_\_\_\_

Current Zoning (Including Political Jurisdiction): \_\_\_\_\_

Proposed Zoning (If Applicable): \_\_\_\_\_

### **Contact Information (Please Type or Print):**

#### **Applicant:**

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

Contact Person: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

#### **Property Owner:**

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

Contact Person: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

#### **Contract Purchaser (if applicable):**

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

Contact Person: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

#### **Engineer:**

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

Contact Person: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

**Application Fees: \$300.00 at the time of Submittal. The applicant will subsequently be billed for the cost of the Legal Notice advertising the required Public Hearings before the Planning and Zoning Commission and City Council, plus a \$0.62 mailing fee for the notification of each adjacent property owner within a 300’ radius of the subject site.**

**SIGN POSTING AND APPLICATION SUBMISSION REQUIREMENTS CHECKLIST**

Meeting dates, application fees, and application submittal deadlines for the Planning and Zoning Commission and City Council are posted on the City’s website (www.ofallon.mo.us), or can be obtained by calling the Planning and Development Department. For 1<sup>st</sup> submittal, as outlined in Section 400.190(B) of Article V of the *Zoning Code*, fifteen (15) folded and collated sets of the *Area Plan*, supporting information, and Building Elevations are required. For 2nd submittal, as outlined in Section 400.190(B) of Article V of the *Zoning Code*, twenty-five (25) folded and collated sets of the *Area Plan*, supporting information, and Building Elevations are required. The *Area Plan* shall be on sheets no larger than 24” x 36” and be designed and stamped by a qualified land planner, registered professional architect, civil engineer, or land surveyor. In addition to the application fee of \$300.00, the applicant shall be responsible for the cost of the Legal Notices advertising the Public Hearings and a fee of \$0.62 per adjacent property owner whose property limits are within an area determined by lines drawn parallel to and within a distance of three-hundred (300) feet of the subject site. The *Area Plan* application and Public Hearing sign posting requirements are as follows:

- **Sign Posting Requirements:** Upon filing an application requesting approval of an *Area Plan* and the *Planned Development* designation for the proposed *Planned Development*, the petitioner shall, within seven (7) days of the application filing deadline (12 Noon the following Friday), post a sign(s) upon the subject property advertising the Public Hearings before the Planning and Zoning Commission and City Council. It shall be the responsibility of the petitioner to make, buy, or rent the sign(s) and to post the same. Signs posted under the requirements of this Section are exempt from the *Signage Regulations* contained within Chapter 410 (*Signage Regulations*) of the *Municipal Code*. The required sign(s) shall be designed, placed, and removed in accordance with the following requirements:
  - a) **Sign Specifications:** The required sign(s) shall be a minimum of twenty-four (24) square feet in size. The sign(s) shall be constructed of medium density overlay (MDO) board, laminated plywood, or any other wood material that is completely covered or encased in a durable material. The sign(s) shall have a white background with black lettering in bold print. The sign heading shall read “Public Hearing Notice” in a minimum of six (6) inch lettering followed by the “requested action” in a minimum of four (4) inch lettering. The remainder of the lettering shall be a minimum of two (2) inches in height. To insure clarity and readability, all sign lettering shall be mechanically printed in a standard recognizable type face (hand lettering is prohibited). In addition to the “Public Hearing Notice” heading, the sign(s) shall contain the following information:
    - (1) The requested action (*Area Plan* and *Planned Development* designation approval).
    - (2) Date, time, and location of the Public Hearings before the Planning and Zoning Commission and the City Council.
    - (3) Project name.
    - (4) Existing *Zoning*.
    - (5) Proposed *Zoning/Rezoning* (if applicable).
    - (6) Acreage of the site.
    - (7) Ward number.
    - (8) Contact name and phone number of the applicant.
    - (9) The following statement: “For possible updated information regarding the date, time and location of the Public Hearings or for further details on the requested action, please contact the City of O’Fallon Planning and Development Department at 636-379-5544.”
  - b) **Required Number of Signs:** One (1) sign shall be placed along each street that abuts the subject site. However, the Director of Planning and Development shall have the discretion of waiving the requirements for sign placement along multiple street frontages if he/she determines that sign placement along the most heavily traveled street frontage(s) will suffice. If the subject site has more

than three hundred (300) feet of frontage along any street, the Director of Planning and Development shall have the discretion of requiring the placement of additional signs. If the subject site does not abut a street, the sign(s) shall be placed on each side of any contiguous land owned by the petitioner or owner(s) of the subject site which does abut a street. If no such contiguous property is owned by the applicant or owner(s) of the subject site, the sign(s) shall be placed in such location(s) as deemed appropriate by the Director of Planning and Development to best inform the general public of the Public Hearing(s). If the Director of Planning and Development determines that there is no location where a sign could be placed that would be visible to the general public, the Director shall have the discretion of waiving the sign posting requirements.

- c) **Sign Placement:** The required sign(s) shall be posted in a conspicuous location unobstructed to view from the street, and shall be placed no closer than ten (10) feet from any right-of-way line and/or property line and no further than fifteen (15) feet back from the right-of-way line and/or property line. The required sign(s) shall not be erected in the street right-of-way or in a manner that would obstruct the vision of motorists or pedestrians per the *Sight Triangle* requirements of Section 400.260(F) of the *Zoning Code*. Unless otherwise approved by the Director of Planning and Development, all signs shall be freestanding and the bottom edge shall be a minimum of four (4) feet from the ground.
  
- d) **Verification of Sign Posting:** The petitioner shall post the required sign(s) within seven (7) days of the application filing deadline (12 Noon the following Friday). Staff of the Planning and Development Department will verify that the required sign(s) have been posted in accordance with the requirements of this Article by this deadline. If the petitioner fails to post the required sign(s) per the requirements of this Article by this deadline, the application will not be placed on the originally requested agenda of the Planning and Zoning Commission, and a letter will be sent to the petitioner which outlines the reasons for the postponement of the requested action and which also provides a schedule of upcoming meetings and the corresponding sign posting deadlines.
  
- e) **Sign Removal:** The required sign(s) shall remain posted until final action is taken on the proposed *Area Plan, Planned Development* designation, and *Zoning/Rezoning* (if applicable). The applicant shall remove all signs within seven (7) days of final action.

**CHECKLIST**

For 1<sup>st</sup> submittal, fifteen (15) folded and collated sets of plans are required; for 2<sup>nd</sup> submittal, twenty-five (25) folded and collated sets of plans are required. Staff will conduct a comprehensive review of the applicant’s submission and provide a listing of any items that will need to be corrected, modified, or amended in order to meet City of O’Fallon Standards. As part of 2<sup>nd</sup> submittal, written responses shall be provided for the listing of any items that will need to be corrected, modified, or amended in order to meet City of O’Fallon Standards. If the applicant fails to address all of the noted items on their 2<sup>nd</sup> submittal, the submission will not be brought before the Planning and Zoning Commission for consideration. A *Material and Color Sample Board* shall be presented by the applicant and/or their authorized or designated representatives(s) during the formal presentation of the *Area Plan* to both the Planning and Zoning Commission and City Council. The *Material and Color Sample Board* should show all exterior materials, finishes, treatments, and colors (keyed to the *Colored Building Elevations*). For materials such as roof tile, decorative tile and trim, photographs or manufacturer’s specification sheet of the material clearly showing the textures, colors, etc., may be presented in place of the actual material samples.

**Supporting Information:** The following supporting information shall be included with the *Area Plan* application:

- If the underlying *Zoning District* is proposed to be *Rezoned/Zoned*, provide a completed and signed *Rezoning* application per the requirements of Article XVI of the *Zoning Code*.
- Provide a Legal Description of the site (both a printed copy and an electronic copy).
- Provide letters from the applicable School District(s), Fire Protection District(s), Potable Water District(s), and Sanitary Sewer District(s) that verify that they have the capacity to provide service to the proposed *Planned Development*.

- Provide a written correspondence which: 1) identifies the type of proposed *Planned Development* and how it meets the *Qualifying Objectives* for this type of *Planned Development* outlined within Section 400.170 of Article V of the *Zoning Code*, 2) identifies why the proposed development cannot be constructed utilizing the City’s conventional *Zoning District* and/or *Subdivision and Land Development Code* regulations, 3) includes a comparison table which identifies the exact *Zoning District* and/or *Subdivision and Land Development Code* regulations proposed to be modified per the permitted modifications outlined within Section 400.175(B) and 400.175(C) of Article V of the *Zoning Code* and the corresponding requirements within the underlying *Zoning District* and/or *Subdivision and Land Development Code*, and 4) identifies how the proposed *Planned Development* is in conformance with the City’s adopted *Comprehensive Plan*.
- Provide a letter from the *St. Charles County Planning Department* approving the name of the proposed *Planned Development* and all proposed street names.
- If deemed necessary by the Planning and Development Department during the Pre-Application Conference, provide a *Traffic Study* for the site of the proposed *Planned Development* and the surrounding area.

**Building Elevations:** The following *Colored Building Elevations* shall be included with the *Area Plan* application:

- Proposed *Planned Developments* which include single-family and two-family homes shall include conceptual *Colored Building Elevations* of all the typical, representative housing styles within the proposed development that as closely as possible resemble how they will appear upon completion.
- Proposed *Planned Developments* which include multi-family residential, commercial, and industrial components shall include conceptual *Colored Building Elevations* of all sides of all proposed buildings as closely as possible as they will appear upon completion. The *Colored Building Elevations* should be prepared by a licensed architect, registered engineer, or a building designer certified through the *National Council of Building Designer Certification Program* and drawn to an identified scale of 3/32”, 1/8”, or 1/4”=1’. The *Colored Building Elevations* should be labeled north, south, east, and west, as well as front, rear, left and right sides. The *Colored Building Elevations* should identify dimensions, exterior colors, exterior materials and textures. The *Colored Building Elevations* shall demonstrate that all rooftop mechanical apparatus will be thoroughly screened from the view of adjacent streets and properties. In order to fully and more accurately portray the proposed development, the applicant is highly encouraged to provide as much of the additional detail and information as possible that will be required as part of the *Final Plan* application (*Streetscape Renderings*, a *Material and Color Sample Board*, *Roof Plan*, etc.).

**Area Plan:** The following information shall be included on the *Area Plan* on sheets no larger than 24” x 36”:

- Identify the name of the proposed *Planned Development*. The name shall be original and must be approved by the *St. Charles County Planning Department*.
- Provide a *Site Location Map* that shows site in relation to the surrounding area. Provide a north arrow and scale on each page of the plans. The identified scales shall be 1”=20’ through 1”=200’.
- Provide on the plans a comparison table which identifies the exact *Zoning District* and/or *Subdivision and Land Development Code* regulations proposed to be modified per the permitted modifications outlined within Section 400.175(B) and 400.175(C) of Article V of the *Zoning Code* and the corresponding requirement within the underlying *Zoning District* and/or *Subdivision and Land Development Code*.
- Identify the boundaries of the site, including bearings and distances, and size of the subject property correlated with the legal description of said property. Identify the existing and proposed *Zoning*. If the proposed *Planned Development* encompasses more than one (1) *Zoning District*, all district boundary lines shall be clearly indicated. Identify the boundary lines of applicable School Districts, Fire Protection Districts, Potable Water Districts, Sanitary Sewer Districts, and adjacent municipal and county limits.

- Identify the existing *Zoning* and land use of all adjacent properties (regardless of political boundaries) whose property limits are within an area determined by lines drawn parallel to and within a distance of three-hundred (300) feet of the site of the proposed *Planned Development*. Within this area, identify the names of all adjacent subdivisions, public and private streets, alleys, right-of-way widths, easements, and public walkways adjacent to or connecting with the subject site.
- Provide the total gross land area of the proposed *Planned Development* in acres. Provide a breakdown of the total gross area by proposed land uses types. Proposed *Planned Developments* which include residential uses shall provide a breakdown of the number of residential units for each housing type, density calculations, the average lot size, and the size of the ten (10) smallest lots.
- Proposed *Planned Developments* which include commercial, high-tech, and industrial uses shall provide *Site Coverage Calculations* in acreage, square feet, and percentage that identify the area proposed for building coverage, paved areas, and landscape/open space. The combined totals of the *Site Coverage Calculation* shall equal one-hundred percent (100%) of the site.
- Identify the layout of the entire proposed *Planned Development* showing proposed land uses, lot configurations, building footprints, building square footage, building heights, yard setbacks, existing and proposed streets, existing and required sidewalks and multi-purpose trails, location of trash enclosures, required off-street vehicular and bicycle parking (including supporting calculations), required landscaping (including a legend and supporting calculations), required bufferyards (including fencing and landscaped earthen berms), and open space and recreational areas. Identify the lot sizes and dimensional configurations of all existing, proposed, approved, or under construction residential lots (regardless of political boundaries) that border the site of the proposed *Planned Development*. Provide Typical Sections and a Lot Data Table for all proposed residential lot sizes and types within the proposed *Planned Development* (including perimeter lots subject to the minimum lot size requirements of Section 400.175(G) of Article V of the *Zoning Code*). Identify all land areas to be dedicated and reserved for public use and/or areas to be dedicated as common ground under the control of a Homeowner’s Association. Identify and label all existing structures on the site to both remain and be removed.
- Identify the layout, right-of-way width, surfacing material, and names of all existing and proposed public streets, private streets, and alleys within the proposed *Planned Development*. In addition, show existing and proposed driveways, curb-cuts, and easements of cross-access both within the proposed *Planned Development* and within one-hundred (100) feet of the site.
- Label all existing utilities (public and private) such as water, sanitary sewer, storm sewer, electrical, gas, and indicate their location and size. Identify the proposed layout of the public sanitary, storm and water systems that would serve the *Planned Development* as well as all other utilities (both public and private), including location and size. Indicate how storm water detention will be provided per Section 405.240 of the *Subdivision and Land Development Code*.
- Label all existing easements, high tension power lines and towers, cell towers, bridges, culverts, drains, etc. In accordance with Section 400.251 of the *Zoning Code*, identify all hazardous pipeline easements and the exact location of the pipeline(s) within the pipeline easements within five-hundred (500) feet of the site of the proposed *Planned Development*.
- Identify all natural features of the site, including steep slopes, tree masses, lakes, ponds, wetlands, streams, creeks, ditches, dry river beds, and other natural watercourses and drainageways. Identify the topography of the site in at least at five (5) foot intervals. When terrain is irregular and/or slopes exceed forty percent (40%), contours shall be at two (2) foot intervals.
- Identify the existing 100-Year Floodplain and Floodway boundaries (where applicable). Include a note stating whether the site is within or outside the 100-Year Floodplain and reference the applicable *Flood Insurance Rate Map* panel number and date. Identify wetlands subject to *U.S. Army Corp of Engineer* regulations.

- Proposed *Environmental Protection Planned Developments* shall provide a separate *Environmentally-Sensitive Area Protection Plan* that demonstrates compliance with the requirements of Section 400.175(F) of Article V of the *Zoning Code*.
- Provide a separate *Tree Preservation Plan* in compliance with Chapter 230 of the *Municipal Code*. Proposed *Environmental Protection Planned Developments* may incorporate the required *Environmentally-Sensitive Area Protection Plan* with the *Tree Preservation Plan*.
- Provide one (1) copy of all *Area Plan* sheets and *Colored Building Elevations* in 11” x 17” at the time of the initial Submittal (1<sup>st</sup> Submittal) and of the revised plans and *Colored Building Elevations* that address Staff Comments (2<sup>nd</sup> Submittal).
- Provide a complete set of notations and descriptions of all relevant site information needed to demonstrate compliance with all applicable codes, requirements, and restrictions.

**Please Note:**

- The *Planned Development Area Plan* is only for the creation of useable lots.
- Prior to construction of the *Planned Development*, *Final Plan(s)* must be reviewed and approved by the Planning and Zoning Commission and City Council. Outstanding *Municipal Code Requirements* and conditions of approval of the *Area Plan* shall be addressed on the *Final Plan(s)*. In addition, the appropriate Fire District will need to review and approve the development, and the Building Safety Division must review and approve the required *Building Permits*.
- Prior to construction on any residential lot in the subdivision, a *Display House Plat* must be reviewed and approved by the Planning and Zoning Commission or the *Record Plat* must be approved by the City Council. In addition, the Building Safety Division must review and approve the required *Building Permits*.
- Any business occupying the site requires approval of a *Business License*.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner’s Signature

\_\_\_\_\_  
Date

|                                     |
|-------------------------------------|
| <b><u>For Internal Use Only</u></b> |
| Case Number: _____                  |
| Date of Submittal: _____            |
| Fee(s) Paid to Date: _____          |