Residential Site Development Process

Building a new single-family home in the City of Twin Oaks, Missouri, involves a **dual-agency permitting process**. Local site layout, zoning compliance, land disturbance, and final occupancy approvals are governed directly by the City of Twin Oaks, while structural, electrical, plumbing, and mechanical building codes are administered and inspected through **St. Louis County Department of Public Works**.

Phase 1: Pre-Design & Site Feasibility (Zoning & Standards)

Before drafting architectural plans, the proposed residence must satisfy core municipal standards under Twin Oaks Code Title IV (Land Use) and the Urban Design Guidelines. See the attached residential requirements document or the full City Code for details.

Phase 2: Site Development Plan Approval (Municipal Review)

For any new single-family home build, obtaining formal **Site Development Plan Approval** from the City of Twin Oaks is a mandatory prerequisite prior to applying for building permits or starting ground preparation.

Step	Responsible Body	Timeline	Focus Area
1. Plan Drafting	Licensed Architect / Engineer / Surveyor	Applicant-driven	Prepares site plans showing building footprint, setbacks, driveways, grading, utility ties, and ADA sidewalk integration.
2. Engineering Review	Twin Oaks City Engineer	~2 weeks	Reviews site drainage, storm runoff, sewer lateral connections, and utility integration.
3. P&Z Review	Planning & Zoning Commission	2–4 weeks	Verifies zoning compliance, lot coverage, and alignment with municipal urban design guidelines.
4. Public Hearing & Decision	Board of Aldermen	Min. 15-day notice	Holds a formal public hearing and issues final approval or required revisions.

- **Important Note on Expiration:** Approved site plans expire if physical construction does not begin within **6 months** of Board of Aldermen approval.

Submit a *complete* application for Site Development Plan Approval, including all required documentation, to the City Administrator.

Application should include: One (1) electronic set and one (1) printed full set of architectural building plans, exterior elevations and site plans. Required plan information:

- Existing and proposed grading at 2-foot contour interval (1 foot where average slopes are 3% or less);
- Existing landscape and natural features plan and proposed preservation methods;
- Existing and proposed uses, buildings, driveways and parking areas, curb cuts;
- Utility services (e.g. water, sanitary, storm, electric, natural gas, telephone, cable);
- Existing and proposed easements and dedications, including sidewalks and walkways
- Exterior building materials and treatments; height, bulk and locational relationships
- Provisions for both temporary and permanent erosion, sediment control and stormwater management

Phase 3: Permitting & Pre-Construction Authorization

Once the Site Development Plan is approved by the Board of Aldermen, formal permits must be secured across both municipal and county jurisdictions:

1. **Twin Oaks Municipal Zoning Approval:** Issued by the City Administrator after site plan approval.
2. **Twin Oaks Site Work & Land Disturbance Permit:** Required under Chapters 407 & 515 for excavation, grading, fill, and sewer lateral work. Silt fencing and sediment control barriers must be installed prior to ground breaking.
3. **St. Louis County Building Permit:** Applicants submit the Twin Oaks Municipal Zoning Approval and city-approved plans to St. Louis County to obtain structural, electrical, plumbing, and mechanical permits under the International Residential Code (IRC).
4. **Accessory Permits:**
    - **Fence Permit:** Required under Chapter 510 prior to installing perimeter fences.
    - **Tree Preservation Approval:** Required under Chapter 216 if mature trees are to be removed or replaced.

Phase 4: Construction & Required Inspections

During active construction, field inspections are split between St. Louis County inspectors and City of Twin Oaks code enforcement:

- **Example St. Louis County Field Inspections *(not an exhaustive list)*:**
  - Concrete Footing & Foundation Inspection.
  - Underground Utility & Plumbing Trenches.
  - Rough Structural Framing, Rough Electrical, Rough Plumbing, and HVAC.
  - Insulation & Drywall Lath.
- **City of Twin Oaks Site Compliance:**
  - Active monitoring of silt fencing, mud control on public roads, and stormwater drainage (Chapter 407).
  - Right-of-way inspection for driveway apron / curb cut installation and sidewalk integration (Chapter 390).

Phase 5: Final Completion & Certificate of Occupancy

No single-family home in Twin Oaks may be occupied until an official Certificate of Occupancy is issued by the City of Twin Oaks.

1. **St. Louis County Final Building Approval:** Complete all technical building inspections and obtain St. Louis County's final structural approval.
2. **Schedule Twin Oaks Municipal Inspection:** Call Twin Oaks City Hall at **(636) 225-7873** to request the final municipal occupancy inspection.
3. **City Verification Checklist:**
   - Final site grading, lawn restoration, and sewer lateral sign-off.
   - Approved paved driveway construction and ADA sidewalk compliance.
   - Shielded exterior lighting and underground utility placement.
   - Total removal of dumpsters, temporary storage units, and construction debris.
4. **Issuance of Certificate:** Upon passing inspection and satisfying permit fees, Twin Oaks issues the official Certificate of Occupancy.