

Site Development Plan Approval – Frequently Asked Questions (FAQ)

(For New Single-Family Homes in the “A” District)

? What is a Site Development Plan?

A site development plan shows how a new home will be built on a lot. It includes things like building location, driveways, utilities, grading, and sidewalks. The City reviews the plan to make sure it meets local rules before construction begins.

? When do I need a Site Development Plan?

You need a site development plan **before building a new single-family home** in the “A” Single-Family Dwelling District.

? When do I NOT need a Site Development Plan?

You do **not** need a site development plan if you are:

- Remodeling an existing home
- Expanding or adding onto an existing home
- Making interior or structural changes to an existing home

* Municipal zoning approval from Twin Oaks and building permits from St. Louis County are still required for remodeling, additions, interior updates

? Who prepares the Site Development Plan?

The plan must be prepared by a **licensed architect, engineer, or land surveyor**. Homeowners typically hire a professional to handle this step.

? How do I apply?

You submit:

- A completed site development plan application
- The required plans and documents

All materials are submitted to the **City Administrator/Clerk**.

? How long does the approval process take?

The **minimum time** to receive approval is **about 6–8 weeks**, assuming your application is complete and no revisions are required.

? What are the steps after I apply?

1. **Engineering Review** – City engineers review the plans (about 2 weeks)
2. **Planning & Zoning Review** – The Commission reviews the project (2–4 weeks)
3. **Public Hearing** – The Board of Aldermen holds a public hearing and makes the final decision (minimum 15 days for public notice)

? Why is there a public hearing?

The public hearing allows residents to learn about proposed development and provide comments before the City makes a final decision.

? Can the City ask for changes to my plans?

Yes. If City staff or boards identify issues, you may be asked to revise your plans. This will extend the approval timeline.

? When can I apply for a building permit?

You may apply for a building permit **after** the Board of Aldermen approves your site development plan.

? Can I do any work before approval?

A **land disturbance permit** for site work or grading may be issued before final approval if authorized by the Board of Aldermen. No building construction or land disturbance may begin without approval.

? What happens after my plan is approved?

- You may move forward with building permits
- Construction must begin **within 6 months** of approval

? What happens if I don't start construction within 6 months?

The approval expires, and you will need to go through the site development plan approval process again.

? Does approval allow any type of use?

No. Approval only applies to uses already permitted in the "A" Single-Family Dwelling District.

✦ Key Takeaway

If you are building a **new home**, plan ahead. Review and understand the code requirements and urban design guidelines. The approval process takes time, and construction cannot begin until City approval is complete.

This FAQ describes the fastest possible approval timeline. Actual timelines may vary depending on application completeness, revisions, and meeting schedules.