



CITY OF TWIN OAKS

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“C” COMMERCIAL DISTRICT

PRELIMINARY/FINAL DEVELOPMENT & MASTER COMMON SIGNAGE PLAN PROCESS

STEP 1

Applicant files 18 copies of complete* application for preliminary development plan approval with City Administrator.

[*All **required** items must be affirmatively addressed. Required items which are not applicable must be noted as such on the application-See attached checklists]

[Submittal must be made not less than 15 days prior to the date of the next scheduled meeting of Planning and Zoning Commission.]

City Administrator provides copies to Board of Aldermen and refers application for preliminary development plan approval to Planning and Zoning Commission at next available meeting for study, review and report.

STEP 2

Planning and Zoning Commission reviews application for preliminary development plan approval and recommends to Board of Aldermen that:

1. Approval be granted;
2. Approval be granted with conditions; or
3. Application be denied

Board of Aldermen receives Planning and Zoning Commission recommendations and reviews application for preliminary development plan approval

STEP 3

Notice of public hearing on development plan is published.
[Minimum 15 days prior notice in newspaper of general circulation]

Board of Aldermen, following review and conclusion of public hearing:

1. Grants preliminary development plan approval;
2. Grants preliminary development plan approval with conditions;
3. Returns application to Planning and Zoning Commission for further study; or
4. Disapproves application for preliminary development plan approval

STEP 4

Assuming approval with or without conditions, **applicant** submits 18 copies of final development plan to City Administrator

[Submittal must be made within maximum 12 months of date of approval of Preliminary Development Plan]

City Administrator determines conformity of proposed final development plan with preliminary development plan terms and conditions and, if so conforming, schedules public hearing and directs publication of notice

STEP 5

Board of Aldermen receives comments on proposed final development plan

STEP 6

Board of Aldermen may approve final development plan by ordinance

STEP 7

Applicant records copy of final development plan with St. Louis County Recorder of Deeds

[must occur within 60 days of date of approval by ordinance]

Final Development Plan valid for 12 months from date of approval

REQUIRED FOR:

- New construction of buildings;
- Expansions of existing buildings (where expansion is greater than 10% of existing floor area);
- Any site alteration which changes existing vehicle drive aisles or access on or to site;
- Any alteration which results in more than 1 curb cut; or
- Any development or expansion of a motor vehicle oriented business

PRELIMINARY DEVELOPMENT PLAN SUBMITTAL INFORMATION REQUIREMENTS:

- Names of developer/owner and of professional engineer, architect or land surveyor responsible for plan preparation;
- Total site area;
- Location of existing buildings, lot boundaries, easements and dedications;
- Location of proposed buildings, lot boundaries; ground leases, subdivisions, easements, dedications;
- Identification and location of adjacent uses and property ownership within 100 feet from site boundaries;
- Identification of land within the 100-year floodplain;
- Existing and proposed grading at 2 foot contour interval (1 foot where average slopes are 5% or less);
- Proposed retaining walls/slope stabilization structures identifying height and type of materials;
- Natural resources protection plan;
- Proposed landscaping plan including screening and buffer strips, open space and other amenities;
- Traffic and parking plan, service and loading areas, access to public rights-of-way, drives and pedestrian walks;
- Existing and proposed water, sanitary sewerage, storm utility systems and on-site stormwater retention;
- Elevations of proposed buildings depicting general style, size and exterior construction materials;
- Building signage;
- Schedules of floor areas, coverage, parking spaces;
- Phases of development, if applicable

FINAL DEVELOPMENT PLAN SUBMITTAL INFORMATION REQUIREMENTS:

Information provided on the preliminary development plan(s) **plus**:

- Finished grades;
- Existing and proposed public rights-of-way with centerline locations, drive widths, median breaks, turning lanes, curb cuts and radii;
- Location width and limits of existing buildings and proposed sidewalks;
- Dimensions of all proposed buildings, distances between buildings and parking areas and property lines, and building parking area setbacks;
- Location and dimensions of all driveways, parking lots, parking spaces, aisles, loading and service areas and docks;
- Limits, location, size and materials of all retaining walls;
- Location, height, intensity and type of outside lighting;
- Location, size and materials of all freestanding signage;
- Final natural resources protection plan and landscaping plan;
- Final water, sanitary sewerage, storm utility systems and on-site stormwater retention and erosion control plans;
- Final written approvals of MSD and applicable fire district

PERIODS OF VALIDITY:

Preliminary Development Plan: Maximum 12 months from date of preliminary development plan approval to submit proposed final development plan

Final Development Plan: Maximum 12 months from date of final development plan approval to obtain building permits and commence substantial construction

Extensions: Upon written request, one 12 month maximum to submit final development plan and one 12 month maximum to obtain building permits and commence substantial construction

Abandonment: Failure to obtain building permits and commence substantial construction in accordance with above terminates final development plan or phase