

**CITY OF OLIVETTE  
PLANNING AND COMMUNITY DESIGN COMMISSION  
SCHEDULE OF DATES FOR 2007-2009**

**Scheduled Meeting Date:**

**30-day Application Deadline:**

September 20, 2007

August 21, 2007

October 18, 2007

September 18, 2007

November 15, 2007

October 16, 2007

December 20, 2007

November 20, 2007

January 17, 2008

December 18, 2007

February 21, 2008

January 22, 2008

March 20, 2008

February 19, 2008

April 17, 2008

March 18, 2008

May 15, 2008

April 15, 2008

June 19, 2008

May 20, 2008

July 17, 2008

June 17, 2008

August 21, 2008

July 22, 2008

September 18, 2008

August 19, 2008

October 16, 2008

September 16, 2008

November 20, 2008

October 21, 2008

December 18, 2008

November 18, 2008

January 15, 2009

December 16, 2008

**Scheduled Work Session Dates:**

September 6, 2007

October 4, 2007

November 1, 2007

December 6, 2007

January 3, 2008

February 7, 2008

March 6, 2008

April 3, 2008

May 1, 2008

June 5, 2008

July 3, 2008

August 7, 2008

September 4, 2008

October 2, 2008

November 6, 2008

December 4, 2008

**CITY OF OLIVETTE**  
**PETITION FOR NONRESIDENTIAL DEVELOPMENT**  
**SITE PLAN AND COMMUNITY DESIGN REVIEW**

**This petition is for:**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>New Construction</b>             | <input type="checkbox"/> <b>Special Use Permit</b>           |
| <input type="checkbox"/> <b>Major Addition or alteration</b> | <input type="checkbox"/> <b>Major Addition or alteration</b> |

Address of Property: \_\_\_\_\_

St. Louis County Tax ID No. \_\_\_\_\_

Attach a complete legal description of property.

Attach copy of legal interest of property. If other than fee simple title, the copy of legal interest must contain the date of contract and date of expiration of contract.

**PETITIONER**

Name and Title: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

As the petitioner, which of the following apply:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Developer           | <input type="checkbox"/> Contractor           | <input type="checkbox"/> Owner             |
| <input type="checkbox"/> Registered Engineer | <input type="checkbox"/> Registered Architect | <input type="checkbox"/> Licensed Surveyor |

All correspondence prepared by staff shall be forwarded to the Petitioner. The Petitioner is responsible to distribute and forward this information to any other involved parties.

**PROPERTY OWNERSHIP**

Owner(s): \_\_\_\_\_

If property is owned by a company or corporation, who is designated as the contact person:

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

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

This Petition application, four (4) sets of plans containing all the attached submission standards and required fee shall be submitted to the Department of Public Works thirty (30) days before a scheduled meeting. A list of fees and scheduled meeting dates is available at the Department of Public Works.

Staff will review the Petition for compliance within 10 working days. Incomplete petitions shall be returned to the Petitioner for resubmission.

Completed petitions shall have staff remarks and preliminary recommendations forwarded to the Petitioner. The Petitioner will have 10 days to revise the petition and submit twenty-one (21) folded copies including the petition, site plan, site section, building plans and project reports for Planning and Community Design Commission (PCDC) review. All site plans shall be signed and sealed by a licensed surveyor or registered engineer. All building plans shall be signed and sealed by a registered architect or engineer.

To insure that the Petitioner has read and understands the petition and submission standards, described herein, please sign the following:

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Date

**SUBMISSION LIST FOR  
NONRESIDENTIAL DEVELOPMENT  
SITE PLAN AND COMMUNITY DESIGN REVIEW  
(as revised on October 31, 2007)**

**At the time of petition, accompanying site plans and building plans shall contain the following minimum submission standards. Any petition failing to provide the following will not be reviewed and shall be returned to the Petitioner. All petitions shall comply with the zoning requirements of the City's Zoning Ordinance, Chapter 280 of the Olivette Municipal Code and with the design standards of the City's Community Design Articles I and II of Chapter 55 of the Olivette Municipal Code.**

**Site Plan**

The Site Plan shall consist of a minimum of six (6) sheets as described below. Additional sheets may be submitted as approved by the Building Commissioner. Each sheet shall be at a scale no greater than one inch equals twenty feet (1" = 20') and shall be provided on a sheet of paper no less than eleven inch by eighteen inches (11" X 18"). Each sheet shall be tilted and include the following:

**Sheet One-Cover Sheet:**

- Names and addresses of the Owner and the Professional Engineer or Registered Land Surveyor who prepared the Site Plan.
- A vicinity map showing the relationship of the proposed development to the surrounding area. The vicinity map shall cover an area within a radius of one mile of the proposed site at a scale of one-inch equals two thousand feet (1"=2000'). The vicinity map shall generally locate arterial Streets, highways, railroads, and any significant landmarks which help to locate the site.
- Complete written legal description of the subject property.
- The approximate area of the proposed Subdivision and the proposed Lots therein stated in the nearest tenth (1/10) of an acre, including a complete Metes and Bounds written description of the site boundaries.
- Existing zoning of the property grounds.
- Proposed zoning of the subject property grounds.
- Provide a table showing the calculated site coverage of all existing improvements on the lot. The table should include the area of all existing structures, paved areas, sidewalks, etc.
- Provide a table showing the calculated site coverage of the new improvements on the lot. The table should include the area of all proposed structures, paved areas, sidewalks, etc.
- Provide a table comparing the required and proposed parking on the subject ground by use, structure, and/or employees.

**Sheet Two-Existing Site Information:**

- Location and elevation of the benchmark used to establish grade elevations.
- Existing elevation at all corners of the subject property.

- All existing contours at a minimum of one (1) foot intervals extended at least one hundred fifty feet (150') from all directions of the property boundary, including properties across any street or thoroughfare.
- All existing structures and improvements on the site grounds and within one hundred fifty feet (150') from the property boundary, including streets, curbs, sidewalks, driveways, signs, retaining walls and structures.
- Elevation of the corner grades of all adjacent structures within one hundred fifty feet (150').
- Elevation of the top of foundation wall of all adjacent structures within one hundred fifty feet (150').
- Number of stories of the adjacent structures within one hundred fifty feet (150');
- All existing drainage patterns on the subject property.
- Location or indication of the nearest downstream storm sewer inlet to the subject property.
- Location and identification of all utilities and easements servicing the site grounds and within one hundred fifty feet (150') from the property boundary.
- Permitted front, side, rear and buffer yard offsets under the current underlying zoning district.
- Location and identification (of species type) of all existing trees over four (4) inch caliper and any tree mass on the site.
- The legal description of all adjacent properties, including those across the street from the subject property; and
- The recorded owner name and address of all adjacent properties, including those across the street from the subject property.

**Sheet Three-Concept Site Plan:**

- Required front, side, rear and buffer yard offsets under the proposed zoning district.
- Location and general design (width and material) of all driveways, streets, drive aisles, curb cuts, and sidewalks, including connections to building entrances.
- Location, size and height of all existing and proposed structures on the site, including any retaining walls, pavement and accessory structures (including fencing).
- The minimum measured distance of a proposed structure to the front, rear and side lot lines.
- Landscaping to be provided on the lot.

(Note: The Concept Site Plan **should not** include any contour information)

**Sheet Four-Proposed Site Plan:**

- Location and elevation of the benchmark used to establish grade elevations.
- All existing contours at a minimum of one (1) foot intervals extended at least one hundred fifty feet (150') from all directions of the property boundary, including properties across any street or thoroughfare.
- Delineation of all contour changes proposed on the site grounds.
- All existing structures and improvements on the site grounds and within one hundred fifty feet (150') from the property boundary, including streets, curbs, sidewalks, driveways, signs, retaining walls and structures.
- Elevation of the corner grades of all adjacent structures within one hundred fifty feet (150').

- Elevation of the top of foundation wall of all adjacent structures within one hundred fifty feet (150').
- Number of stories of the adjacent structures within one hundred fifty feet (150').
- Location and general design (width and material) of all proposed driveways, streets, drive aisles, curb cuts, and sidewalks, including connections to building entrances.
- Location, size and height of all proposed structures on the site, including any retaining walls, pavement and accessory structures (including fencing).
- Existing elevation at all corners of the subject property.
- Proposed elevation at all corners of the subject property.
- All existing drainage patterns on the subject property.
- Identification of any alterations to the existing drainage patterns proposed on the subject property or a notation on the Site Plan if no alterations are proposed.
- Location and identification of all existing and proposed utilities and easements servicing the site grounds and within one hundred fifty feet (150') from the property boundary.
- Permitted front, rear, side and buffer yard offsets under the proposed zoning district.
- Location and identification (of species type) of all existing trees over four (4) inch caliper and any tree mass on the site and a designation of those to be retained.
- Location or indication of the nearest downstream storm sewer inlet to the subject property.
- The minimum measured distance of a proposed structure to the front, rear and side lot lines.
- Landscaping to be provided on the lot.
- The legal description of all adjacent properties, including those across the street from the subject property; and
- The recorded owner name and address of all adjacent properties, including those across the street from the subject property.

**Sheet Five-Existing and Proposed Drainage Area Map:**

- Provide a drainage overlay map on Sheet Four with existing and proposed drainage areas.
- Provide a table showing the calculated site coverage of all existing improvements on the lot. The table should include the area of all existing structures, paved areas, sidewalks, etc.
- Provide a table showing the calculated site coverage of the new and existing improvements on the lot. The table should include the area of all existing and proposed structures, paved areas, sidewalks, etc.
- Provide a table showing Differential Q Calculations for each drainage area.

**Sheet Six-Landscape Plan:**

- Permitted front, rear, side and buffer yard offsets under the proposed zoning district.
- Location and general design (width and material) of all driveways, streets, drive aisles, curb cuts, and sidewalks, including connections to building entrances.
- Location, size and height of all proposed structures on the site.
- Provide an overall landscape plan of the entire site grounds. All landscape plans must be in full compliance with Chapter 50 Article II of the Olivette Municipal Code.

- Provide a key identifying all species, sizes and quantities.
- Provide detailed sections of areas including multiple landscape features not visible on the overall landscape plan.

## **Site Section**

The petitioner shall also provide at a minimum two cross site sections signed and sealed by a Professional Engineer or Registered Land Surveyor of the State of Missouri. Said Site Section shall be scaled no less than one eighth of an inch equals one foot ( $1/8'' = 1'$ ). The Site Section shall show the following:

- Two cross sections of the site, showing existing and proposed contours;
- Location of the any structure or on site improvement. Structures should include basement floor, first floor and any additional floors; and

## **Streetscape Elevation**

The petitioner shall also provide a pictorial elevation of the streetscape. The Streetscape Elevation shall show the following:

- Front elevation of the proposed structure or structures.
- Front elevation of all buildings at least one hundred fifty feet (150') on each side of the subject property.
- The streetscape should illustrate the existing topography and grades along the street.

## **Building Plans**

The petitioner shall provide building construction plans prepared and sealed by a Registered Architect. Said plans shall be scaled at one quarter of an inch equals one foot ( $1/4'' = 1'$ ) and include a separate sheet for each of the following:

- A basement floor plan, including all areas that are proposed to be finished;
- A first floor plan;
- A floor plan of any additional floors; and
- Typical elevations of each side of the proposed building, depicting the following:
  - building style, height and mass,
  - type, color and texture of materials,
  - amount of foundation exposure on each side of the house,
  - ornamental features and
  - other significant factors affecting appearance and design.

## **Project Report**

The petitioner shall provide a brief project report addressing each of the following:

- An explanation of how the design is compatible with Olivette's predominate residential character.
- An explanation of the design features of both the site and building.
- An explanation on the efforts that will be incorporated on the site development to eliminate any adverse affect on grading and stormwater drainage on the adjacent and surrounding properties.

## FEE SCHEDULE

Site Plan Review                \$150.00

In addition to Site Plan Review fees, any Special Permit or application for changing zoning shall be as follows:

Acreage	Fee
1.0 or less	\$200.00
1.1 to 2	\$250.00
2.1 to 3	\$300.00
3.1 to 4	\$350.00
4.1 to 5	\$400.00
5.1 to 6	\$450.00
6.1 to 7	\$500.00
7.1 to 8	\$525.00
8.1 to 9	\$ 550.00
9.1 to 10	\$575.00
10.1 to 20	\$600.00
20.1 to 30	\$625.00
30.1 to 40	\$650.00
40.1 to 50	\$675.00
50.1 to 60	\$700.00
60.1 to 70	\$725.00
70.1 to 80	\$750.00
80.1 to 200	\$800.00
More than 200 acres	\$875.00

(Ord. No. 1503, § 2, 2-11-86)