



# 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

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## 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