

PRELIMINARY DEVELOPMENT PLAN CHECKLIST

Table 3. Preliminary Development Plan				
UDO Article 2, Sec. 2.310	Ordinance Requirement	Met	Not Met	N/A
C.1. Legal Description	A legal description which accurately describes the limits of the property.	X		
C.2. Acreage	Approximate total acreage.	X		
C.3.	The plan shall include the following information on the existing conditions for the proposed site and within 185 feet.			
C.3.a. Floodplain	Location and limits of the 1% Annual Chance Flood, as set forth on the current FEMA maps with reference to the panel number. Elevations shall be provided if shown on the FEMA map.	X		
C.3.b. Bodies of Water	Existing streams, bodies of water, and surface drainage channels.	X		
C.3.c. Existing Vegetation	Location, massing and pattern of existing vegetation.	X		
C.3.d. Contours	Topography with contours at 2-foot intervals. In areas where grades are gentle, the Director may require a lesser contour interval.			X
C.3.e. Oil & Gas Wells	Location of all oil and gas wells, whether active, inactive, or capped.			X
C.3.f. Special Features	Special features (such as ponds, dams, steep slopes or unusual geology) or unusual historical features (such as former landfills, fill areas or lagoons) must be identified by the applicant. The applicant, at the Director's discretion, may be required to provide professional analysis of these conditions to address health, safety and general welfare questions related to the proposed subdivision.	X		
C.3.g. Drainage Structures	The location and size of retention basins, detention basins and drainage structures, such as culverts, paved or earthen ditches or storm water sewers and inlets.			X
C.3.h. Streets	Location, width and name of any existing or platted street, alley or any other dedicated rights-of-way.			X
C.3.i. Easements	Location, width and dimensions of existing utility easements, with document reference if dedicated by separate document;	X		
C.3.j. Structures	Existing and proposed buildings, which existing on plans on file with the City. Single and two-family buildings may be shown in approximate location and general size and shape.	X		
C.3.k. Utility Lines	Location and size of all existing utility lines and storm water management/detention facilities;	X		
C.3.l. Abutting Subdivisions	Names of abutting subdivisions and owners of abutting parcels of unsubdivided land;			X
C.3.m. Surrounding Land Uses	Surrounding land uses and zoning districts of adjacent properties.	X		
C.4.	The plan shall include the following information on the proposed development			

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C.4.a. Lot dimensions	Layout, number and approximate dimensions of lots and approximate lot areas.	X		
C.4.b. Streets	Name, location, width, radii, centerline, and grade of proposed streets and alleys, both public and private;			X
C.4.c. Sidewalks	Location and width of proposed sidewalks and public walkways;	X		
C.4.d. Easements	Location and width of proposed easements;			X
C.4.e. Setback Lines	Building setback lines from streets with dimensions.	X		
C.4.f. Culverts	Location and approximate dimensions of culverts and bridges;			X
C.4.g. Driveways	Location of driveways, curb cuts, median breaks and turn lanes;	X		
C.4.h. Utility Lines	The general location and approximate size of all proposed utility lines, including water, storm water, and sanitary sewers.			X
C.4.i. Sanitary Sewer	A sanitary sewer impact statement that will address the proposed discharge into the existing sanitary sewer receiving system, if required by the City Engineer.			X
C.4.j. Water Service Demand Data	Appropriate water service demand data (including, but not limited to, planned land usage, densities of proposed development, pipe sizes, contours and fire hydrant layout) to allow for the preliminary analysis of the demand for water service if required by the City Engineer.			X
C.4.k. Storm Water Report	Information (proposed size, nature and general location) on all proposed storm water management facilities and detention facilities. A preliminary storm water report shall be submitted unless the requirement is waived by the City Engineer. All preliminary storm water reports shall include:			X
C.4.k.1.	Current and proposed land use assumptions,	X		
C.4.k.2.	Identification of the watershed in which the project is located,	X		
C.4.k.3.	Identification of offsite drainage areas,			X
C.4.k.4.	Surrounding property information,			X
C.4.k.5.	Any other pertinent information about the site which may influence storm water runoff,			X
C.4.k.6.	Proposed storm water facilities,			X
C.4.k.7.	The downstream effects of the development			X
C.4.k.8.	Calculations for the 100%, 10%, and 1% storms. All calculations must be submitted with the report; a summary table is not acceptable.			X
C.4.k.9.	If the storm water report indicates that detention is not required, supporting calculations evaluating the downstream effects must be provided.			X

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C.4.k.10	All reports shall be signed and sealed by a Professional Engineer registered in the State of Missouri.			X
C.4.l Open Space	Location and size of proposed open space for public use proposed to be dedicated or reserved and any conditions of such dedication or reservation; parks, playgrounds, churches, or school sites or other special uses of land to be considered for public use, or to be reserved by deed or covenant for the use of all property owners in the subdivision.			X
C.4.m. Buildings	Location, dimensions and area in square feet of all proposed buildings and structures.	X		
C.4.n. Parking	Location and dimensions of all parking spaces, accessible spaces, drive aisles, driveways, and curbs.	X		
C.4.o. Dimensions	Sufficient dimensions to indicate relationship between buildings, property lines, parking areas and other elements of the plan.	X		
C.4.p. Landscaping	General extent and character of proposed landscaping to include general species and size information.	X		
C.4.q. Topography	Proposed topography at two foot (2') intervals, including general drainage patterns.			X
C.4.r. Lighting	Proposed exterior lighting, including parking lot lights and wall-mounted fixtures, including fixture type, location, height and intensity. Manufacturer's specification sheets shall be submitted.	X		
C.4.s. Phasing	Phasing of development			X
C.4.t. Sight Triangle	Sight triangles (see Article 8)	X		
C.5.a. Building Elevations	Preliminary building elevations of all sides depicting the general style, size and exterior construction materials and color schedule of the building proposed. In the event of several building types, a minimum of one elevation of each building type is required.	X		
C.5.b. Building Height	Building height	X		
C.6.	A land use schedule shall include the following, as applicable:			
C.6.a.	Total floor area,	X		
C.6.b.	Number of dwelling units,			X
C.6.c.	Land area,	X		
C.6.d.	Number of required and proposed parking spaces,	X		
C.6.e.	Impervious coverage,	X		
C.6.f.	Floor Area Ratio (FAR),	X		
C.6.g.	Dwelling units per acre, with and without common area;			X

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C.6.h.	The range of land uses to be permitted in each designated area of the development.	X		
C.7. Modification Statement	A narrative statement that explains the need for modification of the applicable zoning district regulations, as such modification is permitted pursuant to Article 5, shall be submitted in support of the application for the preliminary development plan approval.	X		
C.8. Common Property Maintenance Plan	A written plan in such form as may be prescribed by the Director that demonstrates that all common property, if any, will be owned and maintained in accordance with Article 5, Division V, of this Chapter, shall be submitted with the application for preliminary with the application for preliminary development plan approval.			X