

**DIVISION IV. REZONING, PRELIMINARY DEVELOPMENT PLAN, FINAL  
DEVELOPMENT PLAN, CONCEPTUAL PLAN, SIGN APPLICATION, AND STREET  
NAME CHANGE**

**Sec. 2.310. Preliminary development plans; applications—Contents and submission requirements.**

The following items shall be submitted in support of an application for preliminary development plan:

- A. All general application requirements contained in Section 2.040.A.
- B. All plan submission requirements in Section 2.040.B.
- C. **A project narrative providing a written summary of the proposal.**
- D. Contents. The proposed preliminary development plan shall also include the following:
  - 1. A legal description which accurately describes the limits of the property.
  - 2. Approximate total acreage.
  - 3. The plan shall include the following information on the existing conditions for the proposed site and within 185 feet of the property:
    - a. Location and limits of the one percent 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.
    - b. Existing streams, bodies of water, and surface drainage channels.
    - c. Location, massing and pattern of existing vegetation.
    - d. Topography with contours at two-foot intervals. In areas where grades are gentle, the Director may require a lesser contour interval.
    - e. Location of all oil and gas wells, whether active, inactive, or capped.
    - f. 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.
    - g. 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.
    - h. Location, width and name of any existing or platted street, alley or any other dedicated rights-of-way.
    - i. Location, width and dimensions of existing utility easements, with document reference if dedicated by separate document.

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- j. Existing and proposed buildings, which exist on plans on file with the City. Single- and two-family buildings may be shown in approximate location and general size and shape.
  - k. Location and size of all existing utility lines and storm water management/detention facilities.
  - l. Names of abutting subdivisions and owners of abutting parcels of unsubdivided land.
  - m. Surrounding land uses and zoning districts of adjacent properties.
4. The plan shall include the following information on the proposed development:
- a. Layout, number and approximate dimensions of lots and approximate lot areas.
  - b. Name, location, width, radii, centerline, and grade of proposed streets and alleys, both public and private.
  - c. Location and width of proposed sidewalks and public walkways.
  - d. Location and width of proposed easements.
  - e. Building setback lines from streets with dimensions.
  - f. Location and approximate dimensions of culverts and bridges.
  - g. Location of driveways, curb cuts, median breaks and turn lanes.
  - h. The general location and approximate size of all proposed utility lines, including water, storm water, and sanitary sewers.
  - i. A sanitary sewer impact statement that will address the proposed discharge into the existing sanitary sewer receiving system, if required by the City Engineer.
  - j. 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.
  - k. 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:
    - (1) Current and proposed land use assumptions,
    - (2) Identification of the watershed in which the project is located,
    - (3) Identification of offsite drainage areas,
    - (4) Surrounding property information,
    - (5) Any other pertinent information about the site which may influence storm water runoff,
    - (6) Proposed storm water facilities,
    - (7) The downstream effects of the development,
    - (8) Calculations for the 100 percent, ten percent and one percent storms. All calculations must be submitted with the report; a summary table is not acceptable,

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- (9) If the storm water report indicates that detention is not required, supporting calculations evaluating the downstream effects must be provided,
  - (10) All reports shall be signed and sealed by a professional engineer registered in the State of Missouri.
- l. 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.
  - m. Location, dimensions and area in square feet of all proposed buildings and structures.
  - n. Location and dimensions of all parking spaces, accessible spaces, drive aisles, driveways, and curbs.
  - o. Sufficient dimensions to indicate relationship between buildings, property lines, parking areas and other elements of the plan.
  - p. General extent and character of proposed landscaping to include general species and size information.
  - q. Proposed topography at two foot (2') intervals, including general drainage patterns.
  - r. 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.
  - s. Phasing of development.
  - t. Sight triangles (see Article 8, Division I).
5. Exterior building elevations
- a. ~~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.~~
  - ~~b. Building height.~~
  - a. Architectural elevations will be in color and drawn to a standard architectural scale and will include dimensions sufficient to determine the relationship between various elements building height, and proportion. The architectural style, size, color, and location of construction materials will be included.
  - b. The architectural elevations shall depict all sides of proposed buildings and include notations of building materials and materials schedule describing the building materials to be used on exteriors and roofs and screening of mechanical equipment.
  - c. In the event of several building types, a minimum of one color elevation of each building type is required.
6. Land use schedule. A land use schedule shall include the following, as applicable:
- a. Total floor area,
  - b. Number of dwelling units,
  - c. Land area,
  - d. Number of required and proposed parking spaces,

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- e. Impervious coverage,
  - f. Floor Area Ratio (FAR),
  - g. Dwelling units per acre, with and without common area,
  - h. The range of land uses to be permitted in each designated area of the development.
7. Statement of need for modification requests. ~~from district regulations.~~ A narrative statement that explains the need for modification of the applicable zoning district **or development** regulations, **in accordance with Article 2. as such modification is permitted pursuant to Article 4, shall be submitted in support of the application for the preliminary development plan approval.**
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 7, of this chapter, shall be submitted with the application for preliminary development plan approval.