# City of Moscow Mills

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PLANNING AND ZONING COMMISSION

SITE PLAN APPLICATION/CHECKLIST

Commercial Permit Checklist for New Construction

_____ Completed and signed Site Permit Application
_____ 2 sets of sealed site plan (see site plan checklist
_____ P&Z Approval
_____ Completed & signed Building Permit Application
_____ 2 sets of sealed drawings including: (see building permit guide)
- Footing and foundation plan
- Four exterior elevations
- Mechanical, Plumbing and Electrical plans

_____ Full payment of the permit fee

APPLICANT: _____

ADDRESS: _____

_____

PHONE: _____

LOCATION: _____

PROPERTY OWNER: _____
(Name)
_____
(Address)
_____

_____
(Phone)

LEGAL DESCRIPTION OF PROPERTY (other than address) _____

_____

_____

EXISTING ZONING: _____ PROPOSED ZONING: _____

PROPOSED USE: _____

_____

APPLICATION FEE SUBMITTED:

Every Site Plan submitted to the Commission and Board shall meet the following requirements:

## SECTION 46.265: SITE PLAN REVIEW

Information Required On A Preliminary Plat Or Site Plan.

1. The plat or site plan shall be drawn to scale of not greater than one hundred (100) feet to the inch and shall contain the following information:

a. Vicinity map (not to scale).
   (1) Show nearby existing streets and highways.
   (2) Identify by name abutting subdivisions or developments.

b. North arrow and scale and property address from the applicable fire protection district.

c. Title block.
   (1) The proposed name of the subdivision or development.
   (2) Names and addresses of property owners including phone number.
   (3) Names and addresses of architect, and planner, engineer,designer, or land surveyor.
   (4)Date prepared.
   (5)Tract designation.

d. Boundary line showing bearings and distances.

e. Adjacent properties information—existing and proposed. Ownership and use of land, zoning classifications. (Ownership of lots in residential subdivision are not required.)

f. Utilities and easements.
   (1) Indicate name and phone number of the company or jurisdiction providing the following services: water, sanitary sewer, electric, telephone, gas, cablevision.
   (2) Identify size and location of existing water lines, sewer lines, electric service and other existing utilities. Show the location of future water and sewer lines and electric service.
   (3) Indicate existing easements on plat or plan including perimeter utility easement.

g. Lot dimensions.
   (1) (a) On residential lots indicate approximate square footage of each lot. Provide notes reflecting minimum side, rear, and front dimensions exclusive of public right-of-way.
   (b) Indicate minimum lot width at the building line on irregular shaped lots, or lots having a measurement less than the required lot width at the building line.
   (2) On non-residential lots, indicate gross acreage for each lot to be reviewed exclusive of public right-of-way.
   (3) Indicate building dimensions and square footage of the same.
   (4) Indicate building lines and dimension of the building to the property lines.

h. Public and private streets and curb cuts.
   (1) Show all proposed streets and improvements to existing sheets. Indicate whether public or private, width of pavement, width of right-of-way and name of streets. (A letter from the Lincoln County 911 Emergency Services

Department indicating approval of street names must be supplied to the City.)

(2) Dimension curb cuts on all non-residential development.

(3) Show adjacent or connecting streets and their names.

(4) Show all street lighting.

(5) Comply with segment of regulations which specifies information to be supplied at the time of filing of the preliminary plan or development plan as it relates to stormwater management planning.

(6) Indicate basic soil erosion control plan to be utilized during site development.

(7) Other information as may be required by the Planning and Zoning Commission.

i. Physical characteristics and stormwater management.

(1) On-site plans provide existing contours at two (2) foot intervals and one (1) foot intervals for proposed. On preliminary plats, provide existing and proposed contours at intervals of five (5) feet or less.

(2) Indicate natural features to be left undisturbed including natural watercourses. The development shall leave as much of the natural topography and tree growth as reasonably possible to facilitate erosion control and aesthetic considerations.

j. Parks/open space, recreational areas and common ground.

(1) Parks and open space land shall be shown on the plan if required in the City's Comprehensive Plan.

(2) Recreational area, if proposed, shall delineate type of facilities and who will be responsible for operation and maintenance of same.

(3) All common ground areas shall be shown with an appropriate note provided regarding administration of same.

k. Setback and yards. Setback and appropriate yards shall be at least those specified for the applicable district.

l. Sidewalks--where required (refer to sidewalk regulations). Show side(s) of street(s) where sidewalk is to be located and length of same.

m. Additional information required for non-residential site plan development. Refer to specific zoning District for details.

(1) Protective screening for properties abutting residential zoning Districts.

(2) Trash containers. Show location and indicate that screening shall be six (6) feet in height and compatible with the building style.

(3) Street lighting. Show location.

(4) Landscape plan. No site plan shall be approved without an acceptable landscape plan. Information on location of plantings, species, numbers, and size is appropriate.

(5) Building outline and floor area. Dimension floor area and identify building usage. If multiple use, provide appropriate floor area breakdown. Provide other information including building entrances as required by the Planning and Zoning Commission.

(6) Parking and off-street loading.

(a) All parking shall be based upon building use(s) in accordance with parking requirements provided in these regulations. Handicapped spaces shall be provided. Appropriate dimensions shall be given for all parking spaces and access aisles. Handicapped parking space signs and ramps shall be indicated where applicable. Off-street loading shall be provided as

specified in these regulations and shall be appropriately dimensioned.

(b) Indicate curb and gutter on all parking lots.

(7) In order to insure architectural compatibility within non-residential and certain residential zoned areas of the City, the Commission shall require architectural drawings and profiles to accompany site plans.

2. Upon approval of the preliminary plat/site plan five (5) copies of the revised plat/plan incorporating appropriate contingencies shall be submitted to the City of Moscow Mills prior to issuance of a Building Permit, but in no case later than one hundred twenty (120) days following approval. If available, digital media shall also be provided. Failure to provide said revised plat/plans will render the plan null and void.

3. If the site work approved through the site plan approval process has not been substantially begun within twelve (12) months after site plan approval, the site plans shall become null and void. An applicant must refile the appropriate information and applicable fee when said site plan has been voided.

E. Architectural Review For Structures In All Zoning Districts Except "R-1" and "R-1(A)" Single-Family Residential District and "R-2" Two-Family Residential District.

1. Purpose. The intent of this subsection is to assure the mutual compatibility and appearance of buildings and their surroundings in the City of Moscow Mills.

2. Application review responsibility.

a. The criteria shall apply to all new building construction excluding single-family and two-family residential dwellings. The Commission, prior to issuance of a Building Permit by the City, shall have the responsibility to review renderings, except as provided for hereinafter. Where building additions or alterations are considered, the Planning and Zoning Commission shall review renderings for consistency with original renderings. At the time of occupancy and/or use change, the Planning and Zoning Commission may require modifications to the building exterior to improve the appearance of the building. For substantial remodeling or renovation of a building, a revised rendering or elevation drawing shall be submitted to the Planning and Zoning Commission for review.

b. For all attached housing units including, but not limited to, villas and multiple-family buildings, the following architectural requirements will apply:

(1) Buildings which exceed one (1) story above-grade in height shall be constructed of masonry on all four (4) sides of the building; all other buildings shall include a majority of masonry materials, but may include other maintenance free materials such as vinyl siding.

(2) The Administrative Officer shall be given the authority to approve renderings or colored photos but cannot reject the same. Any renderings of multiple-family units not approved by the staff shall be brought to the Planning and Zoning Commission. The Planning and Zoning Commission shall review those renderings and shall approve or deny the renderings no later than the second (2nd) regular meeting of the Planning and Zoning Commission. If the Planning and Zoning Commission denies said renderings, the Chairman shall set forth in writing the reasons for denial by the Commission.

3. Submission guidelines/requirements.

a. A perspective colored rendering detailing the building's profiles must be submitted for Commission review along with the site plan. The rendering shall be drawn on a twenty-four (24) inch by thirty (30) inch (minimum size) sheet of paper at a scale no smaller than twenty (20) feet to the inch. The Commission may, at its

discretion, accept colored photos if they are of reasonable quality. Where multiple buildings are proposed and they will differ architecturally, the site plan applicant is expected to supply all appropriate renderings. Materials to be used and colors proposed for the exterior are to be shown/listed on the rendering.

b. A file ready (approximately eight and one-half (81/2) inches by eleven (11) inches size) copy of photo of the rendering must also be submitted to the Planning and Zoning Commission by the final submittal date of the site plans. Said copy of photo is to be kept for record and will not be returned to applicant and/or developer. Plans submitted for review with a Building Permit application shall essentially be in accord with the renderings or the Permit will be denied.

c. Where deed or subdivision documents contain architectural standards, applicant shall supply a copy of same to the City Engineer.

4. Criteria.

a. (1) All buildings shall be architecturally treated on all sides of the building to create a consistent and attractive building appearance. All new buildings shall be designed so as to match or complement existing buildings in the vicinity.

(2) Architectural materials shall be as approved on the architectural renderings. All new buildings shall consist predominantly of masonry/brick, wood, architectural panels, or glass. EFIS or stucco type material shall be considered as accent material. The Planning and Zoning Commission may approve other materials that provide similar or equal architectural treatments.

b. Roof top utilities such as, but not limited to, cooling towers and heating and cooling equipment installed in conjunction with any buildings or installed on any building heretofore erected shall be screened/enclosed with walls of brick, wood, or other similar architectural material extending to the height of the highest projection of such equipment from all sides.

c. Exterior walls of buildings exposed as the result of demolition or removal of an adjacent building, unless such walls are in good condition and architecturally compatible with other walls and surrounding buildings, shall be renovated or improved, as required by the Planning and Zoning Commission, to provide such compatibility.

d. Retaining walls and similar walls shall be of a decorative treatment as approved by the Planning and Zoning Commission. Exemption from this requirement shall be as approved by the Planning and Zoning Commission.

F. Improvements Installed Or Guaranteed In All Zoning Districts Except "R-1" and "R-1(A)" Single-Family Residential Districts. Site plan improvements shall be installed or guaranteed as herein provided:

1. Before the City issues a Site Development Permit as required, the developer/contractor must have submitted and obtained approval of improvement plans for all improvements planned for each site and have established a satisfactory escrow agreement, lender's agreement or land subdivision bond insuring or guaranteeing the construction in accordance with the approved plans of all improvements to be dedicated to the City and restoration of the site in case of project abandonment or project completion in the case of failure to complete the project.

Guarantee Agreements:

a. Agreements shall be prepared on forms furnished by the City of Moscow Mills. Four (4) originals shall be provided to the City.

b. Agreements shall be approved by the City Engineer.

c. Agreements shall guarantee the improvements set forth in the approved improvement plans by providing for deposit (cash, certified check or cashier's check) with the City of Moscow Mills or an institution whose deposits are Federally insured by the United States Government of that sum of lawful monies of the United States of America or a lender's agreement in the amount which the City Engineer shall reasonably estimate as the cost of said improvements. The developer/contractor shall submit a listing of improvement quantities along with the estimated unit cost to facilitate the City Engineer completing the estimate.

d. If there is an escrow sum, it shall be held in a special account by the escrow holder subject to the audit by the City Engineer and/or Board of Aldermen of the City of Moscow Mills, Missouri.

e. If there is a lender's agreement, it shall be subject to audit by the City Engineer and/or the Board of Aldermen of the City of Moscow Mills.

f. Bonds shall be with a surety approved by the City and in a form approved by the City.

2. The estimated sum shall be held by the escrow holder or the lender as provided for in the agreement. Authorization shall be written and addressed or copied to the escrow holder or the lender authorizing release. The City Engineer may authorize release for disbursement by the escrow holder or lender for the payment of labor and materials used in the construction and installation of the improvements guaranteed, as the work progresses, and when such work is approved by the City Engineer.

3. For improvements which are to be dedicated to the City for maintenance, ten percent (10%) of the total monies estimated for said improvements shall be retained for a period of two (2) years from the date of acceptance of the instrument of dedication by the Board of Aldermen to guarantee proper construction of said improvements. In the event that during this two (2) years period any of the improvements escrowed for deemed by the City Engineer to fail the construction guarantee, the ten percent (10%) retention shall be used for reconstruction, repair or modification of the improvements as may be required. After the period of two (2) years after the date of acceptance of the instrument of dedication and correction of any deficiencies, all monies remaining in the escrow account shall be released. If deemed in the City`s best interest not to perform remedial work within the aforementioned two (2) year period and the developer/contractor agrees to extend the escrow agreement, release of all monies can be delayed until a mutually agreed upon date has been reached. No authorization for release shall be made until inspections have been made certifying that the improvements have been constructed in accordance with the approved plans and meet all requirements of the City of Moscow Mills. Closed circuit TV (CCTV) inspections for sanitary and storm sewer mains to be dedicated to the City shall be required prior to the release of escrows or acceptance of the mains by the City. The CCTV inspection shall be conducted by the City at a cost to the developer as established by the City. Said fee must be paid prior to the inspection and release of the ten percent (10%) retention. The developer may elect to conduct the CCTV inspection in which case the developer shall provide the City with a videotape and written report prepared by an inspection company or engineer approved by the City. The CCTV videotape and inspection report shall be prepared in the format required by the City and shall describe the location and type of deficiencies found. After correction of the deficiencies, the sewer shall be reinspected by the City.

4. In the event that the improvements which are to be dedicated to the City are not satisfactorily installed and dedicated within two (2) years after the approval of the improvement plans, the City of Moscow Mills has the right to remove said monies to complete the guaranteed improvements, complete the site improvements and/or restore the site unless an extension in time is granted by the Planning and Zoning Commission.

_____ _____

Applicant's Signature Date

_____ _____

Owner's Signature Date

***NOTE: By affixing signatures to this application form, the Applicant and Owner hereby verify that: they have reviewed the applicable zoning regulations; they are familiar with the specific requirements relative to this application; and they take full responsibility for this application. The above signatures further indicate that the information provided on this form and on any additional data attached hereto is true, complete, and accurate.***