

ST. PETERS

Site Development Guide



Revised February 3, 2021

**SITE DEVELOPMENT GUIDE
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SITE DEVELOPMENT GUIDE

General Information:

This handbook provides a general description of the development process within the City of St. Peters, Missouri. It includes flow charts, checklists, and specifications that will assist the applicant through the development process.

All applications, plans, and documents must be submitted through the online portal **Citizenserve at www.stpetersmo.net/apply**. For additional information on the submittal process, please contact **636-477-6600, extension 1670**.

This handbook provides the most frequently requested information regarding development requirements within the City of St. Peters. This handbook does not list or contain all regulations that may be required by City Code or applicable State and Federal law, nor is it intended to amend or supersede the corresponding City Code and Ordinances or other governmental regulations. For specific requirements, please refer to the appropriate ordinance or regulation.

Processing Time:

Please see the attached Planning and Zoning submittal schedule for submittal and review dates.

No plan or permit may be issued or approved until all required information has been submitted, and all requirements of the applicable regulations have been met. Please note building plans and engineering plans may be submitted for review concurrently. Plans are typically reviewed within ten (10) working days.

Questions:

Please call the City of St. Peters at 636-477-6600, extension 1670.

Business Licensing:

All businesses are required to have a business license. Business license applications are submitted through the online portal **Citizenserve at www.stpetersmo.net/apply**. For more detailed information call the Business Licensing Office at **636-477-6600, extension 1232**.



Application/Permit Review Fees

Transportation and Development Services

Planning Department (Site Plan, Preliminary Plat, Record Plat, Architecture)

<u>Submittal Type:</u>	<u>Fee:</u>
• Site Plan - Commercial/Industrial Development	\$390.00
• Site Plan - Multiple-Family Residential Development	\$390.00
• Site Plan - Minor Amendment	\$75.00
• Architecture – Minor Amendment	\$75.00
<hr/>	
• Record Plat (the owner/developer is responsible for all recording fees)	\$100 plus \$2.00 per lot
<hr/>	
• Preliminary Plat—Commercial/Industrial Development.	\$305.00
<hr/>	
• Preliminary Plat—Single-Family and Two-Family Development	\$305.00

Engineering Department (Plan Examination & Site Development Permit)

<u>Submittal Type:</u>	<u>Fee:</u>
• General Site Development in all Zoning Districts	2% of the estimated cost of improvements reviewed by the Engineering Department
<hr/>	
• Curb Cut-Residential	\$30.00
• Curb Cut-Other Than Residential	2% of the estimated cost of improvements within City right-of-way, but not less than \$50.00
<hr/>	
• Utility Excavation	
▪ Instance	\$25.00
▪ Crossing	\$15.00/each
▪ Excavation	\$15.00/100 feet

Building Department (Plan Examination & Building Permit)

<u>Submittal Type:</u>	<u>Fee:</u>
• Plan review and inspection.	0.0083 x cost of construction*
<hr/>	
• Plan review and inspection fees for “same as”.	0.0070 x cost of construction
<hr/>	
• Minimum Building Permit fee (except as noted below).	\$50.00
<hr/>	
• Minor permits requiring only one inspection or less.	\$25.00

Sample: (0.0083 x \$1,500,000) = \$12,450 permit fee.

*The cost of construction is subject to comparison to the published ICC construction cost tables.



City of St. Peters
Planning and Zoning Commission
Submittal Schedule – 2021



Initial plan Submittal¹	Rezoning and Special Use applications due²	Comments provided to the engineer/ developer	Architectural renderings due³	Final plan submittal⁴ Home Occupation applications and Use Review applications due	Planning and Zoning Commission meeting date
Dec. 11 ('20)	Dec. 14	Dec. 18	Dec. 27	Dec. 29 (Tues.)	Jan. 6 ('21)
Jan. 8	Jan. 11	Jan. 15	Jan. 20	Jan. 27	Feb. 3
Feb. 5	Feb. 8	Feb. 12	Feb. 17	Feb. 24	Mar. 3
Mar. 5	Mar. 8	Mar. 12	Mar. 17	Mar. 24	Apr. 7
April 9	Apr. 12	Apr. 16	Apr. 21	April 28	May 5
May 7	May 10	May 14	May 19	May 26	June 2
June 4	June 7	June 11	June 16	June 30	July 7
July 9	July 12	July 16	July 21	July 28	Aug. 4
Aug. 6	Aug. 9	Aug. 13	Aug. 18	Aug. 25	Sept. 1
Sept. 10	Sept. 13	Sept. 17	Sept. 22	Sept. 29	Oct. 6
Oct. 8	Oct. 12 (Tues.)	Oct. 15	Oct. 20	Oct. 27	Nov. 3
Nov. 5	Nov. 8	Nov. 12	Nov. 17	Nov. 23	Dec. 1
Dec. 10	Dec. 13	Dec 17	Dec. 22	Dec. 28 (Tues.)	Jan. 5 ('22)

Footnotes:

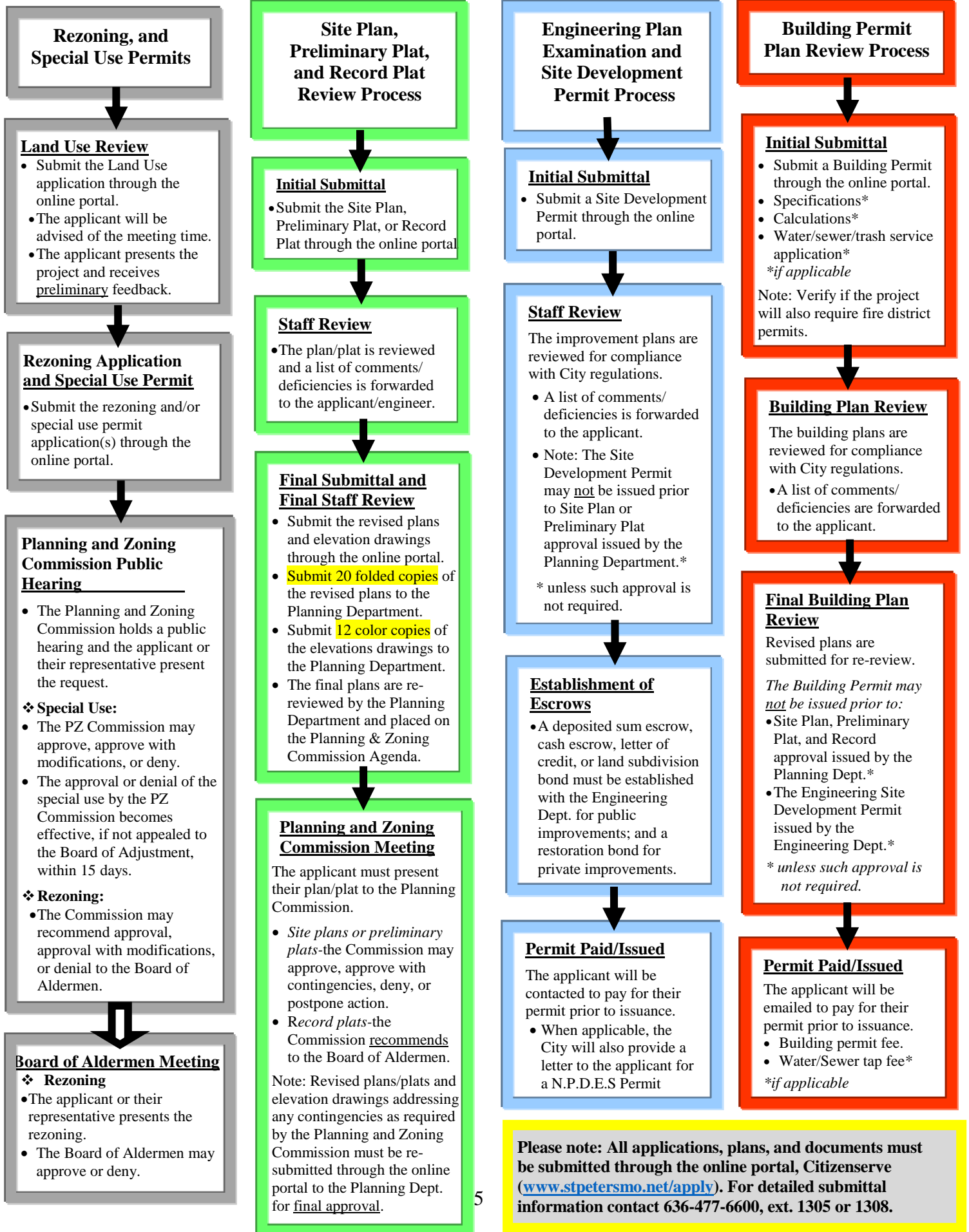
1. Site plans/plats and applications must be submitted through the online portal, Citizenserve (www.stpetersmo.net/apply)
 - Contact the Planning Dept. for specific submittal information – 636-477-6600, ext. 1670.
2. Rezoning applications including Planned Urban Developments (PUDs) and Special Use Permit applications require a pre-submittal review by the Land Use Review Committee. Please contact the Planning Department at 636-477-6600, extension 1670, regarding Land Use Review.
3. Architectural renderings/elevations should be submitted through the portal and must include all sides of the building, labeling of all materials and colors, and identification of any unique features.
4. Twenty (20) *folded* copies of site plans/plats must be submitted for the Final Plan/Plat submittal.

General Notes:

- **The Planning and Zoning Commission meets at 6:30 P.M. at the St. Peters Justice Center at 1020 Grand Teton Drive.**
- **The applicant(s) or their representative(s) must attend the meeting.**

Quick Reference Guide to Developing in St. Peters

-The applicant(s) or their representative(s) must attend all meetings-



**PLANNING DEPARTMENT
SITE PLAN/PRELIMINARY PLAT CHECKLIST**

The following checklist serves as a general guide of the information typically required on a site plan or preliminary plat. This list is to be used as a guide and is not intended to be a comprehensive list of all requirements

- _____ 1. Vicinity Sketch or Location Map.
- _____ 2. North Arrow/Scale on Site Plan and Location Map.
- _____ 3. Graphic Scale.
- _____ 4. Title Block:
 - _____ a. Name of development or subdivision.
 - _____ b. Name of property owner (include address and phone number).
 - _____ c. Name of architect, engineer.
 - _____ d. Engineers or land surveyors seal and signature.
 - _____ e. Date prepared or revised.
 - _____ f. Tract description.
- _____ 5. Boundary Information (i.e. bearings, distances).
- _____ 6. Adjacent Properties:
 - _____ a. Show ownership of all adjacent parcels (book and page of subject and adjacent parcels).
 - _____ b. Identify surrounding zoning classifications.
- _____ 7. Utility Information:
 - _____ a. List utility companies and telephone numbers serving development or subdivision.
 - _____ b. Indicate location of water meters.
 - _____ c. Identify and size all utility lines on or near development or subdivision (identify proposed layout of water, size of water lines, storm and sanitary lines, electric utility lines).
 - _____ d. Show all existing and proposed easements. Specify type of easement.
 - _____ e. Location of fire hydrants; indicate hydrants shall be painted silver and blue per City regulations.

Planning Department
Site Plan/Preliminary Plat Check List

- _____ 8. Lot and Building Dimensions.
 - _____ a. Indicate approximate square footage of each lot.
 - _____ b. Provide notes reflecting minimum side, rear, and front dimensions exclusive of public right-of-way.
 - _____ c. Indicate building dimensions and square footage of same.
 - _____ d. Show building (setback) lines and dimension building to property lines.

- _____ 9. Public and Private Streets, Curb Cuts and Parking:
 - _____ a. Show all proposed or existing streets. (Indicate whether public or private).
 - _____ b. Indicate width of pavement and width of right-of-way.
 - _____ c. Indicate name of streets. (A letter from the St. Charles County Planning Office indicating approval of new street names must be supplied to the City.)
 - _____ d. Provide detail of paved approaches within right-of-way.
 - _____ e. Dimension curb cuts on all non-residential developments.
 - _____ f. Show adjacent or connecting streets and their names.
 - _____ g. Provide arrows showing traffic patterns.
 - _____ h. Indicate street lighting (residential areas).
 - _____ i. Provide parking calculations indicating number required and number provided.
 - _____ j. Provide handicapped sign detail.
 - _____ k. Indicate curb and gutter on parking lot.
 - _____ l. Indicate edge of pavement.

Planning Department
Site Plan/Preliminary Plat Check List

10. Physical characteristics and Stormwater Management Plan.

a. Provide existing and proposed contours at 1 foot intervals for non-residential sites and 2 foot intervals for residential sites.

b. Indicate natural features to be left undisturbed including natural water courses.

c. Note compliance with Chapter 550 Stormwater Management and comply with the portion of the regulations which specifies what information is to be supplied on the preliminary plat or site plan as it relates to storm water management.

- Including preliminary calculations to determine if detention and/or water quality improvements are required for the site.

d. Indicate basic Soil Erosion Control Plan to be utilized during site development, and note compliance with City Code Chapter 530 Grading Regulations.

e. Show floodplain boundaries and elevations. If floodplain is being modified, obtain Letter of Map Revision (LOMR).

11. Parks/Open Space, Recreational Areas and Common Ground:

a. Parks and Open Space land shall be shown on plan if required in City's Comprehensive Plan.

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

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

d. Specify landscape buffer strip and identify as such.

12. Sidewalks:

a. Show side(s) of street(s) where sidewalk is to be located and length of same.

13. Additional Information Required for Non-Residential Site Plan Development: Refer to specific zoning district for details.

a. Protective screening for properties abutting residential zoning districts.

b. Trash containers (show location and screening provided).

Planning Department
Site Plan/Preliminary Plat Check List

- _____ c. Parking lot lighting.
- _____ d. Landscape Plan: (No site plan shall be approved without an acceptable landscape plan.) Information on location of plantings, species, numbers, and size as appropriate.
1. Note compliance with City Code Chapter 535 The Tree and Landscape Regulations and coordinate compliance with the Parks Departments.
- _____ e. Building outline and floor area. Dimension floor area and identify building usage. If multiple use, provide appropriate floor area breakdown.
- _____ f. Note on the plan: All signage to be permitted separately.
- _____ g. Parking and Off-Street Loading:
- All parking shall be based upon building use(s) in accordance with parking requirements provided in the Zoning and Subdivision Regulations. Handicap spaces shall be provided. Appropriate dimensions shall be given for all parking spaces, access aisles, etc. Off-street loading shall be provided as specified in the Zoning and Subdivision Regulations and shall be appropriately dimensioned.
- h. In order to ensure architectural compatibility within commercial/ industrial or R-3 Multiple-Family zoned areas of the City, the Commission requires architectural renderings/elevations as follows:
- Submit twelve (12) copies {8.5" x 11", or 8.5" x 14", or 11" x 17"} and one (1) {24"x 30"} copy of the rendering/elevations for review by Planning Commission.
 - Material samples must be provided at the Planning and Zoning Commission meeting.
 - Architectural renderings/elevations must include all sides of the building, labeling of all materials and colors, and identification of any unique features. The architectural information must be submitted within seventeen (17) days of the initial plan submittal date (see the site plan review schedule). Renderings/elevations submitted after this date may be delayed by the Commission.
- _____ i. Note on the plan that rooftop mechanical equipment shall be screened on all sides. Provide a building elevation or detail indicating method and materials used for screening.

PLANNING DEPARTMENT RECORD PLAT CHECK LIST

The following checklist serves as a general guide of the information typically required on a record plat. This list is to be used as a guide and is not intended to be a comprehensive list of all requirements.

Items To Be Included On Record Plat:

- _____ 1. Provide appropriate seal and signature.
- _____ 2. Location map.
- _____ 3. North arrow on plat and location map.
- _____ 4. Graphic scale.
- _____ 5. Title Block:
 - _____ a. Name of Plat
 - _____ b. Name of property owner/developer (including address and phone number)
 - _____ c. Name of engineer/surveyor
 - _____ d. Date prepared or revised
 - _____ e. Tract legal description
 - _____ f. Subdivision name
- _____ 6. Provide appropriate script for signature by City Engineer, City Clerk, and property owner(s).
- _____ 7. Boundary information (bearings and distances)
- _____ 8. Label all existing easements on plat with book and page as appropriate.
- _____ 9. Identify all adjacent property owners with name and book/page.
- _____ 10. Indicate acreage of each lot to be created.
- _____ 11. Verify the out-boundary of the survey meets the minimum State of Missouri surveying standards.
- _____ 12. Provide state plane coordinates in four (4) locations.

Planning Department
Record Plat Check List

- _____ 13. Show and label only front building line.
- _____ 14. Provide appropriate utility easements around perimeter of proposed lots and provide for in script.
- _____ 15. Show and note all corners to be set or found.
- _____ 16. Show and dimension adjacent road or street right-of-way.
- _____ 17. As appropriate, show cross access drives/parking on plat and provide for in script or covenants.
- _____ 18. Show appropriate roadway dedication after consultation with City Engineering Department.
- _____ 19. Show location of storm water detention basin easement and provide for in script or covenants.
- _____ 20. Provide a note that all existing gas and/or hazardous liquid pipelines or pipeline facilities through the subdivision have been shown, or that there are no such existing pipeline facilities within the limits of the subdivision.

Items To Be Provided Prior To Recording:

- _____ 21. The owner/developer shall provide verification that all taxes have been paid.
- _____ 22. Provide covenants for review by Planning Department.
- _____ 23. For residential subdivisions provide \$2,000 trustee contribution per The Zoning and Subdivision Regulations Chapter 405, Section 405.820, as containing within the City Code.
- _____ 24. Provide escrows or make improvements prior to submission to the Board of Aldermen.
- _____ 25. Provide a digital media copy of the plat per the Zoning and Subdivision Regulations Chapter 405, Section 405.595 (2)(c).

ENGINEERING IMPROVEMENT PLAN SUBMITTAL CHECK LIST

The following checklist serves as a general guide of the information typically required for engineering plans. This list is to be used as a guide and is not intended to be a comprehensive list of all requirements.

I. Site Development Permit Application Form

An engineering site development permit application shall be included with the initial submittal of all improvement plans.

II. Cover Sheet

- _____ 1. Name of project.
- _____ 2. Index of sheets.
- _____ 3. Location Map.
- _____ 4. Name and address of owner/developer.
- _____ 5. Name and address of engineering firm.
- _____ 6. List of utility companies, with telephone numbers, providing services for site.
- _____ 7. General construction notes (on this sheet or an attached sheet).
- _____ 8. Site benchmark tied to USGS datum.

III. Site and Utility Plans

- _____ 1. Outboundary information.
- _____ 2. Adjacent parcel owner information.
- _____ 3. Show all proposed improvements which includes but is not limited to:
 - _____ a. Storm sewers.
 - _____ b. Sanitary sewers and laterals.
 - _____ c. Water lines, hydrants, valves, and meter settings.
 - _____ d. Streets (note as public or private).
 - _____ e. Location of detention basin.
 - _____ f. Call out all common ground.
 - _____ g. Street lights.

Engineering
Improvement Plan Check List

- _____ h. Street signs.
- _____ i. Sidewalks and Handicap ramps
- _____ j. Radius size of all entrances (minimum 20' required)

IV. Grading Plans

- _____ 1. Provide existing and proposed contours at 1 foot intervals for non-residential sites and 2 foot intervals for residential sites.
- _____ 2. Total acreage of site.
- _____ 3. Construction access to site.
- _____ 4. Provide estimated schedule of operation.
- _____ 5. Show grading limits.
- _____ 6. Estimated grading quantity.
- _____ 7. Siltation and erosion control and details.
- _____ 8. Siltation basins and calculations.
- _____ 9. Show detention basis(s) and locations(s).
- _____ 10. Hauling routes.
- _____ 11. Location of 100 year flood plain and floodway.
- _____ 12. Flood Plain Development Permit (if applicable).
- _____ 13. Density of proposed fills.
- _____ 14. Show any proposed retaining walls and construction details.
- _____ 15. Diversion ditch details.
- _____ 16. Re-vegetation specifications.
- _____ 17. Note on plan to provide City with copy of grading compaction tests results.
- _____ 18. Provide Parks Department approval per the Tree and Landscape Regulations Chapter 535 of the City Code.

V. Street Centerline Profiles

- _____ 1. Provide existing and proposed grades.
- _____ 2. Provide roadway stationing.
- _____ 3. Intersection details.
- _____ 4. Horizontal curve information.
- _____ 5. Vertical curve information.
- _____ 6. Cul-de-sac details.
- _____ 7. Rounding details (i.e. 1/4 points, radius, delta).
- _____ 8. Pavement lugs (if applicable).

VI. Storm and Sanitary Profiles

- _____ 1. Show all other existing and proposed utility crossings on the profiles.
- _____ 2. Show existing and proposed contours.
- _____ 3. Call out/label all structures with top and flowline elevations of all pipes entering structures.
- _____ 4. Length, grade, size and type of pipe.
- _____ 5. Show lateral locations for sanitary sewers with stationing.
- _____ 6. Show cutoff wall on all flared end sections.

VII. Drainage Area Map

- _____ 1. Drainage area in acres with PI factor and Q to each inlet.
- _____ 2. Give flow through each pipe branch.
- _____ 3. Show off-site drainage onto site with appropriate Q and/or on-site drainage that flows off-site with appropriate Q.

VIII. Detail Sheets

- _____ 1. Storm and sanitary sewer details.
- _____ 2. Water line details.
 - _____ a. #12 solid copper insulated tracer wire
 - _____ b. Various thrust blocking details
 - _____ c. 3-way Fire hydrant, including valve
 - _____ d. Valve detail
 - _____ e. Blow-off (flush-out) detail
 - _____ f. Bedding
- _____ 3. Street details.
 - _____ a. Typical street section
 - _____ b. Joint detail
 - _____ c. Cul-de-sac detail
 - _____ d. Curb and gutter sections
 - _____ e. Driveway detail
 - _____ f. Sidewalk detail including handicap ramp
 - _____ g. Pavement lug detail (when necessary)
 - _____ h. End of pavement barricade detail (when necessary)
- _____ 4. Street lighting.
- _____ 5. Street signage.

Engineering
Improvement Plan Check List

IX. Miscellaneous Items

- _____ 1. Provide storm water detention calculations and water quality calculations.
- _____ 2. See City Code Title IV Chapter 550 Stormwater Management for detention basin and water quality design requirements.
- _____ 3. Provide storm sewer hydraulic calculations.
- _____ 4. Provide cross access agreements for use of entrances if applicable.
- _____ 5. Provide off-site grading easements if applicable.
- _____ 6. Provide off-site utility construction easements if applicable.
- _____ 7. A service extension agreement for off-site utility construction (when applicable).
- _____ 8. See St. Peters standard specifications for street construction.
- _____ 9. See St. Peters street lighting installation requirements.
- _____ 10. See City Code Chapter 530 Grading Regulations for site grading, siltation control, and re-vegetation requirements.
- _____ 11. Standard construction practices shall follow St. Louis County, Missouri Department of Natural Resources, and Metropolitan Sewer District guidelines.
- _____ 12. Approved Site Plan.

X. Application Forms

All application forms are available at St. Peter City Hall. A sample form has been included with this handbook for your convenience.

**CITY OF ST. PETERS
DESIGN STANDARDS
FOR BUILDING DEPARTMENT PLAN SUBMITTAL**

APPLICABLE CODES:

- City Code Chapter 505 Building Code - non-residential (2015 ICC IBC)
- City Code Chapter 504 Residential Building Code (2015 ICC IRC)
- City Code Chapter TBD* Existing Building Code (2015 ICC IEBC)
- City Code Chapter 525 Property Maintenance Code (2015 ICC IPMC)
- City Code Chapter 507 Fire Code (2015 ICC IFC)
- City Code Chapter 516 Fuel Gas Code (ICC IFGC 2015)
- City Code Chapter 515 Mechanical Code (2015 ICC IMC)
- City Code Chapter 520 Plumbing Code (2015 ICC IPC)
- City Code Chapter 510 Electrical Code (2014 NFPA 70)
- City Code Chapter TBD* Energy Conservation Code (2015 ICC IECC,
including appendices RA&RB)
- City Code Chapter TBD* Storm Shelters (2014 ICC 500 Standard and Commentary)
- City Code Chapter TBD* Swimming Pool & Spa Code (2015 ICC ISPSC)
- City Code Chapter 410 Flood Plain Management Board of Appeals (3-8-2018)

**NOTE: CODES ARE CHANGED REGULARLY; PLEASE CHECK AT (636) 477-6600,
EXTENSION 1670, REGARDING ANY CODE CHANGES.**

*TBD – Approved and in effect by ordinance, but not yet assigned a chapter in the City Code.

CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA:

- Ground Snow Load = 20 P.S.F.
- Wind Speed = 90 M.P.H.
- Residential Seismic Design Category = Provide soil report
- Seismic Design S_S = 42.7%
- Seismic Design S_1 = 15.1%
- Weathering = Severe
- Frost Depth = 30 Inch
- Termite = Yes
- Winter Design Temp = 6°
- Ice Barrier Underlayment = Required
- Flood Hazards = Start April 19, 1979 - Latest January 20, 2016
- Air Freezing Index = 963
- Mean Annual Temp = 55.2°

APPLICATION:

All applications, plans, and documents must be submitted through the online portal, Citizenserve (www.stpetersmo.net/apply). For additional submittal information contact 636-477-6600, extension 1670.



NON-DISCRIMINATION POLICY



It is the policy of the City of St. Peters to comply with the Fair Housing Act, as amended, 42 U.S.C. §§ 3601 *et seq.*, by ensuring that its zoning and land decisions do not discriminate against persons based on race, color, religion, national origin, disability, familial status or sex. It is also the policy of the City of St. Peters to comply with Title II of the Americans with Disabilities Act, 42 U.S.C. §§ 12131, *et seq.*, and the regulations implementing Title H., 28 C.F.R. Part 35, by ensuring that its zoning and land use decisions do not discriminate against persons based on disability. This policy means that, among other things, the City and all its officials, agents and employees will not discriminate in any aspect of housing based on these protected characteristics, including by:

- (a) making unavailable or denying a dwelling to any person based on a protected characteristic;
- (b) discriminating against any person in the terms, conditions or privileges of a dwelling, or in the provision of services or facilities in connection therewith on a protected characteristic;
- (c) making, printing, or publishing, or causing to be made, printed, or published any notice, statement, or advertisement, with respect to a dwelling that indicates preference, limitation, or discrimination based on a protected characteristic;
- (d) representing to persons because of a protected characteristic that any dwelling is not available when such dwelling is in fact so available;
- (e) interfering with any person in the exercise or enjoyment of, or on account of his having exercised or enjoyed, or on account of his having aided or encouraged any other person in the exercise or enjoyment of, any right protected by the Fair Housing Act; or
- (g) discriminating in any aspect of the administration of its zoning, land use, or building ordinances, policies, practices, requirements, or processes relating to the construction, or occupancy of dwellings, including but not limited to group homes for persons with disabilities.

Any person who believes that any of the above policies have been violated by the City may contact:

- St. Peters' Compliance Officer, Russell W. Batzel, at 636-477-6600 ext. 1202,
- the U.S. Department of Housing and Urban Development at 1-888-799-2085, or
- the U.S. Department of Justice at 1-800-896-7743.