

ST. PETERS

Site Development Guide



Revised December 1, 2011

**SITE DEVELOPMENT GUIDE
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SITE DEVELOPMENT GUIDE

General Information:

The following handbook provides a general description of the development process within the City of St. Peters, Missouri.

The handbook contains flow charts, checklists, and specifications, which will assist the applicant through the development process.

This handbook provides the most frequently requested information regarding development requirements within the City of St. Peters. The handbook does not list or contain all regulations that may be required by City Ordinance or applicable State and Federal law.

This handbook is to be used as a guide and is not intended to amend or supersede the corresponding City ordinances or other governmental regulations. Refer to the appropriate ordinance or regulation for specific requirements.

Processing Time:

Plans are typically reviewed within ten (10) working days, or as provided for by a fixed schedule.

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.

To avoid processing delays, verify that all required information is contained within the submitted document(s).

Note: building plans and engineering plans may be submitted for review concurrently.

Questions:

Please call the City of St. Peters Engineering and Development Services Group (EDS) which includes the Planning, Engineering, and Building Departments at 636-477-6600 (AT&T) or 636-278-2244 (Century Tel) extension 1670; or fax us at 636-477-9077.

Business Licensing:

All businesses are required to have a business license. Apply at the Licensing Office located in City Hall. Fees vary depending upon the type of license.

For copy of the business license brochure and/or more detailed information, inquire with the Business Licensing Office at 636-477-6600 or 636-278-2244, extension 1232.



Engineering and Development Services
 St. Peters City Hall
 One St. Peters Centre Boulevard
 St. Peters, MO 63376

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 Fax: 636-477-9077
 www.stpetersmo.net

Application/Permit Review Fees Engineering and Development Services

Planning Department (Site Plan, Preliminary Plat, or Record Plat Application)

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

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
• 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
• 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 *
• Plan review and inspection fees for “same as”.	0.0070 x cost of construction
• Minimum Building Permit fee (except as noted below).	\$50.00
• 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 – 2012



Initial plan submittal ¹ ----- Rezoning and Special Use applications due ²	Comments provided to the engineer/ developer	Architectural renderings due ³	Final plan submittal ⁴	Home Occupation applications and Use Review applications due	Planning and Zoning Commission meeting date
Dec. 5 ('11)	Dec. 16	Dec. 22	Dec. 27	Dec. 28	Jan. 4 ('12)
Jan. 3	Jan. 13	Jan. 19	Jan. 24	Jan. 25	Feb. 1
Feb. 6	Feb. 17	Feb. 23	Feb. 28	Feb. 29	Mar. 7
Mar. 5	Mar. 16	Mar. 22	Mar. 27	Mar. 28	Apr. 4
Apr. 2	Apr. 13	Apr. 19	Apr. 24	Apr. 25	May 2
May 7	May 18	May 24	May 29	May 30	Jun. 6
Jun. 11	Jun. 22	Jun. 28	Jul. 2	Jul. 3	Jul. 11
Jul. 2	Jul. 13	Jul. 19	Jul. 24	Jul. 25	Aug. 1
Aug. 6	Aug. 17	Aug. 23	Aug. 28	Aug. 29	Sept. 5
Sept. 4	Sept. 14	Sept. 20	Sept. 25	Sept. 26	Oct. 3
Oct. 8	Oct. 19	Oct. 25	Oct. 30	Oct. 31	Nov. 7
Nov. 5	Nov. 16	Nov. 21	Nov. 27	Nov. 28	Dec. 5
Dec. 3 ('12)	Dec. 14	Dec 20	Dec. 24	Dec. 26	Jan. 2 ('13)

Footnotes:

1. Nine (9) *folded* copies of site plans/plats must be submitted.
2. Rezoning applications including Planned Urban Developments (PUD's) 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.
3. Architectural renderings/elevations must include all sides of the building, labeling of all materials and colors, and identification of any unique features.
4. Nineteen (19) *folded* copies of site plans/plats must be submitted.

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

Rezoning, and Special Use Permits

Land Use

- The applicant submits the land use application.
- The applicant will be advised of the meeting time.
- The applicant presents the project and receives preliminary feedback.

Rezoning Application and Special Use Permit

- The applicant submits a rezoning application and/or special use permit with all required information and the application fee

Planning and Zoning Commission Public Hearing

- The Planning and Zoning Commission holds a public hearing and the applicant or their representative present the request.
- The Commission may recommend approval, approval with modifications, or denial to the Board of Aldermen.
- The Commission may also postpone action.

Board of Aldermen Meeting

- The applicant or their representative presents the rezoning or special use request.
- The Board of Aldermen may approve, approve with modifications, deny, or postpone action.

Site Plan, Preliminary Plat, and Record Plat Review Process

Initial Submittal

- The applicant submits a Site Plan, Preliminary Plat, or Record plat application with the fee.
- 9 folded copies of the plan/plat

Staff Review

- The plan/plat is reviewed and a list of comments/ deficiencies is forwarded to the applicant.

Final Submittal and Final Staff Review

- 19 folded copies of the site plan, incorporating the required changes, are returned to the Planning
- The final plans are re-reviewed by the Planning Department and placed on the Planning & Zoning Commission Agenda.

Planning and Zoning Commission Meeting

The applicant must present their plan/plat to the Planning Commission.

- Site plans or preliminary plats-the Commission may approve, approve with contingencies, deny, or postpone action.
- Record plats-the Commission recommends to the Board of Aldermen

Note: Revised plans/ plats, addressing any contingencies as required by the Planning and Zoning Commission, must be re-submitted to the Planning Department for final approval.

Engineering Plan Examination and Site Development Permit Process

Initial Submittal

- The applicant submits a Site Development Permit Application.
- 2 copies of the Improvement Plans

Staff Review

The improvement plans are reviewed for compliance with City regulations.

- A list of comments/deficiencies is forwarded to the applicant.
- Note: The Site Development Permit may not be issued prior to Site Plan or Preliminary Plat approval issued by the Planning Department.*

* unless such approval is not required.

Establishment of Escrows

- A deposited sum escrow, cash escrow, letter of credit, or land subdivision bond must be established with the Engineering Dept. for public improvements; and a restoration bond for private improvements.

Permit Paid/Issued

The applicant will be called to pick-up and pay for their permit.

- When applicable, the City will also provide a letter to the applicant for a N.P.D.E.S Permit

Building Permit Plan Review Process

Initial Submittal

- The applicant submits a Building Permit Application.
- 3 Sets of signed and sealed plans
- 3 Sets of specifications*
- 3 Sets of calculations *
- 1 Water/sewer/trash service application *

*if applicable

Building Plan Review

The building plans are reviewed for compliance with City regulations.

- A list of comments/ deficiencies are forwarded to the applicant.

Final Building Plan Review

Revised plans are submitted for re-review.

The Building Permit may not be issued prior to:

- Site Plan, Preliminary Plat, and Record approval issued by the Planning Dept. *
- The Engineering Site Development Permit issued by the Engineering Dept.*

* unless such approval is not required.

Permit Paid/Issued

The applicant will be called to pick-up and pay for their permit.

- Building permit fee.
- Water/Sewer tap fee*

*if applicable

Engineering and building plans may be submitted for review concurrently.



Planning Department
 St. Peters City Hall
 One St. Peters Centre Boulevard
 St. Peters, MO 63376

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 Ph: 636-278-2244, Ext. 1670 (Century Tel)
 Fax: 636-477-9077
 www.stpetersmo.net

Application for Site Plan, Preliminary Plat, or Record Plat

(Please Print or Type)

Development Name: _____

Address/Location: _____

Owner: _____ **Phone:** _____ **Email:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Applicant: _____ **Phone:** _____ **Email:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Type of Application (Check One) (Complete a separate application for each project/submittal)

Site Plan
 Preliminary Plat
 Record Plat

General filing information:

- Nine (9) copies of the site plan, preliminary plat, or record plat shall be initially submitted.
- Nineteen (19) copies shall be furnished for the final submittal.
- All copies must be folded to approximately 8 ½" x 11".
- The review fee must accompany the initial submittal; a copy of the Plan/Plat submittal fee's is available from the Planning Department.
- A copy of the Plan/Plat submittal schedule and Planning and Zoning Commission meeting dates is available from the Planning Department.
- Please note that a representative of the project must be present at the Planning and Zoning Commission meeting at the time they are called on the agenda.
- For further information contact the Planning Department at 636-477-6000, extension 1670.

I hereby certify that I am authorized to make this application and agree to conform to all applicable laws of this jurisdiction.

Name (Please Print): _____

Signature of Applicant: _____ **Date:** _____

Owner
 Owner's Representative

**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 stormwater management.

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

General filing information:

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

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 stormwater 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).



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 St. Peters City Hall
 One St. Peters Centre Boulevard
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Permit # _____

Application for Plan Examination & Site Development Permit

Development Name: _____

Address/Location: _____

Owner: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Contractor: _____ **Phone:** _____ **Email:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Permission is requested to: _____

Type of Improvement:

<input type="checkbox"/> Grading	<input type="checkbox"/> Storm Sewer Line
<input type="checkbox"/> Street	<input type="checkbox"/> Utility Excavation
<input type="checkbox"/> Water Line	<input type="checkbox"/> Curb Cut/Driveway
<input type="checkbox"/> Sanitary Sewer Line	<input type="checkbox"/> Other: _____

Attachment(s):

- Plans/Prints
- Hydraulic Calculations
- Service Extension Agreement
- Other: _____

Pursuant to the above application, permission is granted under the following conditions:

Any person violating any of the following conditions or willfully failing to comply with the requirements of same, shall be subject to forfeiture of their bond placed with the City of St. Peters.

- a. Inspection fee shall be paid to the City of St. Peters.
- b. Failure to notify the City 24 hours prior to construction can result in a stop-work order and revocation of this permit.
- c. A protective lane for traffic shall be provided at all times.
- d. All evacuated areas beneath and within two feet of the pavement shall be backfilled with Granular Material and compacted to 90% maximum density as determined by the "Modified AASHTO T-180 Compaction Test" (ASTM D-1557-70). All other areas may be backfilled with excavated material placed in the 8" maximum thickness lifts, free of frozen particles, and compacted to 90% of maximum density as determined by ASTM D-1557-70.
- e. The City's Water Department shall be notified of any connections to the existing system.
- f. All sanitary precautions shall be taken in the handling of the water main when it is exposed. Chlorination of the exposed main shall be verified and appropriate contact time insured prior to flushing of the main. This sterilization process will be rigidly enforced.
- g. Pressure tests of any new water mains shall be accomplished and verified prior to permitting water to flow from the City's water system and making any service taps to said mains.
- h. If more than one (1) acre of grading is involved, a NPDES permit must be obtained from the Missouri Department of Natural Resources (MDNR).
- i. Contact Missouri One-Call System, Inc. before any excavation begin; however, just contacting Missouri One-Call System does not relieve the contractor from their responsibility of checking with the Recorder of Deeds for owners/operators of all underground utilities in the area.
- j. Street construction requires notification when street is within two feet of subgrade. Inspection and approval of subgrade of all streets shall be accomplished before placement of sub-base.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

Name (Please Print): _____

Signature of Applicant: _____ **Date:** _____

ENGINEERING IMPROVEMENT PLAN SUBMITTAL CHECK LIST

The following items are expected as a minimum on all site improvements plan submittal.

I. Site Development Permit Application Form

A site development permit application form 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.

Engineering
Improvement Plan Check List

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 stormwater detention calculations.
- _____ 2. See City Code Title IV Chapter 550 Stormwater Management for detention basin 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
 City Hall
 One St. Peters Centre
 Boulevard
 St. Peters, MO 63376-0090
 Phone (636) 477-6600 Ext.
 1670

Requirements
Site plan 2 –copies
 Building plans 2- copies

Application
Building Plan
Examination & Permit



Application Permit #: _____

FILL OUT FORM COMPLETELY

Please Print or Type:

Site Address: _____

Lot #: _____ Subdivision: _____

Proposed Construction: IE/ House, Factory, Office Building: _____

New Construction _____ Addition _____ Alteration _____ Same As Permit # (if applicable) _____

Name of Commercial Establishment _____

Estimate Cost of Construction: \$ _____ **Square Footage (above grade)** _____ **Number of Stories:** _____

Basement Sq. Ft. _____ **Finished Basement Sq. Ft.** _____ **Number of Residential living units** _____

Fire Sprinklers in Residential Structures. Notwithstanding the provisions of the Building Code and International Residential Code, as amended and adopted by the City of St. Peters, Missouri, a builder of one- or two-family dwellings shall offer to any purchaser on or before the time of entering into the purchase contract the option, at the purchaser's cost, to install or equip fire sprinklers in the dwelling, residence or unit. Notwithstanding any other provision of law to the contrary, no purchaser of such a one- or two-family dwelling shall be denied the right to choose or decline to install a fire sprinkler system in such dwelling or residence being purchased.

I have offered and the purchaser has declined to install a fire sprinkler system.

Print Name
Builder representative

Date: _____

Signature

Owner: _____ **Applicant:** _____

Address: _____ **Address:** _____

City: _____ **City:** _____

State: _____ **Zip:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Phone:** _____

Fax: _____ **Fax:** _____

Cell: _____ **Cell:** _____

Contact: _____ **Contact:** _____

Street Trees & Sod

The developer of any proposed residential lot at a minimum shall lay sod on the front and side yards at the time of final inspection (said requirement need not exceed eight thousand (8,000) square feet in area), and may pay the sum of \$100.00 per required tree for the city to plant along street Right Of Way. Amount of trees shall be determined at one (1) tree planted in front of each lot that has seventy-nine (79) feet or less road frontage. Lots having eighty (80) feet or more road frontage shall have one (1) tree planted for every forty (40) feet of frontage or portion thereof. In lieu of payment trees must be installed prior to occupancy.

Contractor listing

Pursuant to the requirements of St. Peters Municipal Code Section 605.006, no construction permit shall be issued for any project within the jurisdiction of the City of St. Peters without business licenses having first been obtained by any General Contractor and Subcontractor's working on the project for which the construction permit is sought.

Construction industry employers who erect, demolish, alter or repair improvements shall be deemed an employer for the purposes of this chapter if they have one or more employees.

The general contractor/permit holder shall be responsible for ensuring that all sub-contractors and others working on site are licensed with the City of St. Peters. Failure to ensure that all contractors have current licensing may void permits and/or cause work to be stopped.

Name	Address City/State/Zip	Phone
General _____		
City License number _____		
Footing & Foundation _____		
City License number _____		
Carpentry _____		
City License number _____		
Electrical _____		
City License number _____ County License Number _____		
Plumbing _____		
City License number _____ County License Number _____		
Drain Layer _____		
City License number _____ County License Number _____		
Mechanical _____		
City License number _____ County License Number _____		
Masonry _____		
City License number _____		
Flatwork/Concrete _____		
City License number _____		
Fire Sprinkler _____		
City License number _____		
Fire Alarm Contractor _____		
City License number _____		
Irrigation Sprinkler Contractor _____		
City License number _____		
Other _____		
City License number _____		

Architect of Record

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone: _____
Fax: _____
Cell: _____
Contact: _____

Engineer of Record

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone: _____
Fax: _____
Cell: _____
Contact: _____

Applicant Statement

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

Applicant Name (*please print*): _____

Applicant Signature: _____ Date: _____

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

APPLICABLE CODES:

- City Code Chapter 505 Building (IBC 2009) – Commercial
- City Code Chapter 504 Building (IRC 2009) - Residential
- City Code Chapter 525 Property Maintenance (IPMC 2009)
- City Code Chapter 220 Fire Code (IFC 2009)
- City Code Chapter 516 Fuel Gas (IFGC 2009)
- City Code Chapter 515 Mechanical Code (IMC 2009)
- City Code Chapter 520 Plumbing Code (IPC 2009)
- City Code Chapter 510 Electrical Code (IEC 2009)
- City Code Chapter 410 Flood Plain Management

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

CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA:

- Ground Snow Load = 20 P.S.F.
- Wind Speed = 90 M.P.H.
- Residential Seismic Design Category =“C”
- 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 Aug. 2, 1996
- Air Freezing Index = 963
- Mean Annual Temp = 55.2°

APPLICATION FORMS:

All application forms are available at the St. Peters City Hall or on the web at www.stpetersmo.net (green tab ribbon “Departments”) select “Building”.

A sample form has been included with this handbook for your convenience.