



ENGINEERING IMPROVEMENT PLAN SUBMITTAL CHECKLIST

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.

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- _____ 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.

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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.

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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.

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IX. Miscellaneous Items

- _____ 1. Provide stormwater 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 for your convenience.



Engineering Department
 St. Peters City Hall
 One St. Peters Centre Boulevard
 St. Peters, MO 63376
 www.stpetersmo.net

Ph: 636-477-6600, Ext. 1670 (AT&T)
 Ph: 636-278-2244, Ext. 1670 (Century Tel)
 Fax: 636-477-9077
 Email: permits@stpetersmo.net



Permit # _____

Application for Plan Examination & Site Development Permit

Development Name: _____

Address/Location: _____

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

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 AASHO 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:** _____