



VILLAGE OF TWIN OAKS

1393 Big Bend Road, Suite F • Twin Oaks, MO 63021
 (636) 225-7873 • fax (636) 225-6547 • www.vil.twin-oaks.mo.us

“C” COMMERCIAL DISTRICT PRELIMINARY DEVELOPMENT PLAN APPLICATION: REQUIRED INFORMATION/DATA

(Minimum requirements only; additional information may be required in specific cases)

This checklist completed by applicant must be provided along with the submittal of an application for preliminary development plan approval and is subject to review by Village staff. Failure to address all of the items below may result in a determination that the application is incomplete and may delay acceptance for Planning and Zoning Commission/Board of Trustees review.

Please check ✓ box for “provided” or “none/not applicable” for each item listed below. Each item must be addressed.

	None/Not Provided Applicable	
Name of developer/owner of property	REQUIRED	
Name of professional architect/engineer/land surveyor responsible for preparation	REQUIRED	
Total site area in acres or square feet	REQUIRED	
Proposed location of buildings, other structures	REQUIRED	
Proposed lot boundaries	REQUIRED	
Other proposed lot arrangements (ground leases/easements/subdivisions/dedications)	<input type="checkbox"/>	<input type="checkbox"/>
Locations of existing buildings, other structures	<input type="checkbox"/>	<input type="checkbox"/>
Existing lot boundaries	<input type="checkbox"/>	<input type="checkbox"/>
Other existing lot arrangements (ground leases/easements/subdivisions/dedications)	<input type="checkbox"/>	<input type="checkbox"/>
Adjacent uses and property ownership within 100 feet of site boundaries	<input type="checkbox"/>	<input type="checkbox"/>
Land areas within the 100-year floodplain	<input type="checkbox"/>	<input type="checkbox"/>
Existing grades at 2’ minimum contour interval (1’ interval for slopes 5% or less)	<input type="checkbox"/>	<input type="checkbox"/>
Proposed areas of cut and fill	<input type="checkbox"/>	<input type="checkbox"/>
Proposed retaining walls/slope stabilization (showing height and materials)	<input type="checkbox"/>	<input type="checkbox"/>
Location, massing and pattern of existing vegetation and trees	<input type="checkbox"/>	<input type="checkbox"/>
Existing streams, creeks, watercourses and other bodies of water	<input type="checkbox"/>	<input type="checkbox"/>
Identification of measures taken to preserve existing natural features/minimize impacts	<input type="checkbox"/>	<input type="checkbox"/>
Proposed landscaping and planting (including plant materials and sizes)	<input type="checkbox"/>	<input type="checkbox"/>
Location of screening and buffer strip areas	<input type="checkbox"/>	<input type="checkbox"/>
Location of open space areas	<input type="checkbox"/>	<input type="checkbox"/>
Location of other proposed site amenities	<input type="checkbox"/>	<input type="checkbox"/>
Location of public streets, identifying arterials, collectors and local streets	<input type="checkbox"/>	<input type="checkbox"/>
Location of service and loading areas	<input type="checkbox"/>	<input type="checkbox"/>
Location of curb cuts, points of access to public right-of-way	<input type="checkbox"/>	<input type="checkbox"/>
Location of parking areas and parking spaces	<input type="checkbox"/>	<input type="checkbox"/>
Location of sidewalks/pedestrian walkways	<input type="checkbox"/>	<input type="checkbox"/>

Existing water utilities and services	<input type="checkbox"/>	<input type="checkbox"/>
Existing sanitary sewerage	<input type="checkbox"/>	<input type="checkbox"/>
Existing stormwater collection system (including drainage structures / inlets / detention)	<input type="checkbox"/>	<input type="checkbox"/>
Proposed water services	<input type="checkbox"/>	<input type="checkbox"/>
Proposed sanitary sewerage	<input type="checkbox"/>	<input type="checkbox"/>
Proposed stormwater collection systems, including drainage structures/inlets)	<input type="checkbox"/>	<input type="checkbox"/>
On-site storm water retention/detention facilities	<input type="checkbox"/>	<input type="checkbox"/>
Identification of measures to minimize impact on existing drainage patterns/facilities	<input type="checkbox"/>	<input type="checkbox"/>
Proposed building elevations	<input type="checkbox"/>	<input type="checkbox"/>
Proposed building signage (size location, color and materials)	<input type="checkbox"/>	<input type="checkbox"/>
Floor area schedule	<input type="checkbox"/>	<input type="checkbox"/>
Site area schedule	<input type="checkbox"/>	<input type="checkbox"/>
Coverage schedule	<input type="checkbox"/>	<input type="checkbox"/>
Parking schedule	<input type="checkbox"/>	<input type="checkbox"/>
Plant materials/size schedule	<input type="checkbox"/>	<input type="checkbox"/>

The foregoing information is true, correct and complete to the best of my knowledge, information and belief.

Signature of Applicant

Date

Print Name

Title



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“C” COMMERCIAL DISTRICT FINAL DEVELOPMENT PLAN APPLICATION: REQUIRED INFORMATION/DATA

(Minimum requirements only; additional information may be required in specific cases)

This checklist completed by applicant must be provided along with the application for final development plan approval and is subject to review by Village staff. Failure to address all of the items below may result in a determination that the application is incomplete and may delay acceptance for Planning and Zoning Commission/Board of Trustees review.

Please check ✓ box for “provided” or “none/not applicable” for each item listed below. Each item must be addressed.

	Provided	None/Not Applicable
Finish grades and contours	<input type="checkbox"/>	<input type="checkbox"/>
Location of existing public drives and street rights-of-way (widths/centerlines/radii)	<input type="checkbox"/>	<input type="checkbox"/>
Location of proposed public drives and street rights-of-way (widths/centerlines/radii)	<input type="checkbox"/>	<input type="checkbox"/>
Location and width of existing sidewalks	<input type="checkbox"/>	<input type="checkbox"/>
Location and width of proposed sidewalks	<input type="checkbox"/>	<input type="checkbox"/>
Location of proposed median breaks and turn lanes (size/radii)	<input type="checkbox"/>	<input type="checkbox"/>
Distances between buildings	<input type="checkbox"/>	<input type="checkbox"/>
Distances between buildings and property lines	<input type="checkbox"/>	<input type="checkbox"/>
Distances between parking areas and property lines	<input type="checkbox"/>	<input type="checkbox"/>
Building and parking area required setbacks	<input type="checkbox"/>	<input type="checkbox"/>
Building locations (dimensions/number of stories/area in square feet for each)	<input type="checkbox"/>	<input type="checkbox"/>
Proposed retaining walls (location/size/limits/materials for each)	<input type="checkbox"/>	<input type="checkbox"/>
Location and dimensions of parking lots/parking spaces)	<input type="checkbox"/>	<input type="checkbox"/>
Location and dimensions of driveways/travel aisles/loading and service areas/docks	<input type="checkbox"/>	<input type="checkbox"/>
Exterior lighting fixtures (location/height/intensity/type(s))	<input type="checkbox"/>	<input type="checkbox"/>
Proposed monument or freestanding signs (location/size/materials)	<input type="checkbox"/>	<input type="checkbox"/>
Final storm water collection and detention plan	<input type="checkbox"/>	<input type="checkbox"/>
Final erosion control plan	<input type="checkbox"/>	<input type="checkbox"/>
Final water services plan	<input type="checkbox"/>	<input type="checkbox"/>
Final sanitary sewerage plan	<input type="checkbox"/>	<input type="checkbox"/>
Final natural resources protection plan	<input type="checkbox"/>	<input type="checkbox"/>
Final landscaping plan	<input type="checkbox"/>	<input type="checkbox"/>
Final written fire district approval	<input type="checkbox"/>	<input type="checkbox"/>
Final written MSD approval	<input type="checkbox"/>	<input type="checkbox"/>

(NOTE: Required information above is in addition or supplementary to that provided for preliminary development plan application)

The foregoing information is true, correct and complete to the best of my knowledge, information and belief.

Signature of Applicant

Date

Print Name

Title