



CITY OF TWIN OAKS

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“A” SINGLE-FAMILY DWELLING DISTRICT; “B” SINGLE-FAMILY ATTACHED DWELLING DISTRICT; AND “D” PARK DISTRICT RESIDENTIAL SITE DEVELOPMENT PLAN PROCESS

Step 1

Applicant files 18 copies of complete* application for site development plan approval with City Administrator.

[*All **required** items must be affirmatively addressed. Required items which are not applicable must be noted as such on the application-See attached checklist.]

[Submittal must be made not less than 15 days prior to the date of the next scheduled meeting of Planning and Zoning Commission.]

City Administrator provides copies to Board of Aldermen and refers application for site development plan approval to Planning and Zoning Commission at next available meeting for study, review and report.

Step 2

Planning and Zoning Commission within 60 days of receipt reviews application for site development plan approval and recommends to Board of Aldermen that:

1. Approval be granted;
2. Site development plan be modified; or
3. Application be denied

Board of Aldermen receives Planning and Zoning Commission recommendations (or after 60 days); reviews proposed site development plan

Step 3

City Administrator schedules public hearing and directs publication of notice

[minimum 15 days prior notice in newspaper]

Board of Aldermen conducts Public Hearing and receives comments on proposed site development plan

Step 4

Board of Aldermen, upon conclusion of public hearing, may in writing:

1. Approve the site development plan;
2. Require that the applicant modify the site development plan; or
3. Disapprove the site development plan

[if finally approved, construction or change of use must commence within 6 months of the date of approval]

Board of Aldermen transmits copy of final action on site development plan to Code Enforcement Official

REQUIRED FOR:

- Any erection, conversion, enlargement or structural alteration of a principal building (other than an existing single-family dwelling or single-family attached dwelling);
- Any change of principal use

SITE DEVELOPMENT PLAN INFORMATION SUBMITTAL REQUIREMENTS:

- Names of developer/owner and of professional engineer, architect or land surveyor responsible for plan preparation ;
- Existing and proposed grading at 2 foot contour interval (1 foot where average slopes are 3% or less);
- Existing landscape and natural features plan and proposed preservation methods;
- Existing and proposed uses, buildings, driveways and parking areas, curb cuts;
- Utility services (e.g. water, sanitary, storm, electric, natural gas, telephone, cable);
- Building plans and elevations;
- Existing and proposed easements and dedications