



# SITE PLAN

## ***GUIDE TO SITE PLAN REVIEW IN THE CITY OF OAK GROVE***

### **Background**

The City of Oak Grove strives to oversee the development of quality residential neighborhoods and commercial centers with enduring character and unified design. The City recognizes that new development can benefit residents by providing convenient amenities and expanded choices; however, new development can also present a host of problems, including congestion, environmental degradation, and safety concerns. To address these goals and issues, the City requires any new multi-family, commercial, industrial, or institutional development undergo review by the Planning and Zoning Commission.

### **Definition**

A site plan is a graphic representation of all of the existing and proposed characteristics of a parcel of land. The purpose of the site plan review process is to ensure that new development complies with the Oak Grove Unified Development Code, thereby promoting the health, safety, and welfare of Oak Grove's residents.

### **Conditions**

Site plan reviews help ensure that the meaning and intent of zoning regulations are fully complied with. Site plan reviews regulate the development of structures and sites by asking questions such as:

- Is the plan in compliance with City Codes and the zoning of the subject property?
- Does the plan provide safe, efficient, and convenient access for vehicles and pedestrians and provide adequate parking?

- Is the plan designed to minimize impact on surrounding property and does it include appropriate landscaping and lighting features?
- Does the plan respect the natural environment and topography of the site and provide desirable and functional open space?

### **Process**

- A. The Zoning Officer shall not allow a building permit to be issued for any of the following development types until a site plan has been reviewed and approved in accordance with the terms of this Section.
  1. All development requiring permits except: Signs, single-family units, fences six (6) feet in height or less, renovations and structures in the Agriculture (limited or general) District not in excess of seven hundred fifty (750) square feet.
- B. A complete application for site plan and design review approval shall be submitted to the Zoning Officer in a form established by the City along with a non-refundable fee that has been established by the City to defray the cost of processing the application. No application shall be processed until the application is complete and the required fee has been paid.
- C. The Zoning Officer shall prepare a staff report that reviews the proposed site plan in light of the Comprehensive Plan, the general requirements of the Unified Development Code and the applicable review criteria set forth in Section **405-100 (G)**. The Zoning Officer shall provide a copy of the report to the Planning and Zoning Commission and the applicant.

D. After reviewing the site plan and architectural drawings, the Planning and Zoning Commission shall act to recommend approval, approval with modifications or denial of the application for site plan and design review based on the criteria set forth in Section 405.100 (G). If the Planning and Zoning Commission determines that the application involves a proposed site plan the meets any of the following criteria:

1. Property Larger than five (5) acres.
2. New construction greater than five thousand (5,000) square feet.
3. Uses including outdoor activities.
4. Uses with hours of operation between the hours of 7:00 P.M. and 7:00 A.M.
5. Uses that have a significant impact on public infrastructure.

It may include in its recommendations that the Board of Alderman provide notice and hold a public hearing on the proposed site plan in its consideration of the application.

E. Within thirty (30) days of the close of the Planning and Zoning Commission's action, the Board of Alderman shall consider the proposed site plan. The Board of Alderman shall act to approve, approve with modifications or deny the proposed site plan within sixty (60) days of the date of the close of the Board of Alderman consideration of the site plan. In the event the Planning Commission has recommended that a public hearing be held on the application pursuant to Section 405.100 (D) or the Board of Alderman determines on its own initiative that a public hearing should be held, the Board of Alderman shall hold a public hearing on the proposed site plan. Any approval by the Board of Alderman of an application in which a public hearing

is held shall be by ordinance in conjunction with the rezoning of the property, or if not in conjunction with rezoning, as an amendment to the ordinance that previously zoned the property.

F. Requirements for a notice of a public hearing shall be the same as the requirements listed in Section **405.085** of the Unified Development Code.

G. In reviewing a site plan and design review application, the Planning and Zoning Commission and the Board of Alderman shall identify and evaluate all factors relevant to the application, including whether it complies with all applicable provisions of this Development Code. The Planning and Zoning Commission and the Board of Alderman shall approve a site plan unless it is determined that the proposed development:

1. When completed in accordance with the proposed plan, would not comply with all applicable requirements of this Unified Development Code, including, as applicable, the Non-Residential Design Standards of Section 405.260 would adversely affect the safety and convenience of vehicular and pedestrian circulation in the vicinity of the subject tract, including traffic reasonable expected to be generated by the proposed use and other uses in the area given the existing zoning, existing land uses on abutting sites in terms of building height, setbacks and open spaces, bulk and scale, landscaping, exterior building design features, drainage, access parking and circulation features;
2. Adversely affects traffic control or adjacent properties by inappropriate location, lighting, size, height or types of signs; or
3. Will be detrimental to the public health, safety or welfare or materially injurious to

Properties or improvements in the vicinity for reasons specifically articulated by the Planning and Zoning Commission.

The applicant shall have the burden of demonstrating that the proposal meets the applicable review criteria.

H. The Zoning Officer shall not issue a building permit until:

1. All necessary site plan and design review approvals have been received; and
2. The time period for appeals have expired.

I. The Zoning Officer may approve minor amendments to approved site plans and architectural drawings without the refiling of a new application, but in no event shall the Zoning Officer approve the following amendments except through the same process used to approve the original site plan and drawings.

1. A ten percent (10%) or greater increase in building height.
2. A ten percent (10%) or greater increase in floor area or building coverage when calculated on a total, aggregate project bases;
3. A ten percent (10%) decrease in open space; or
4. A change in the location of parking lots or spaces.

J. An approved sight plan and design review plan shall expire and be of no further effect if an application for a building permit for one (1) or more buildings shown on the approved site plan and design review plan is not filed within one (1) year of the date that the site plan and design review plan is approved.

#### Timeline

- Pre-application review with City staff
- Complete application and plans

#### ► 30 Days before P&Z Commission Meeting

Filing deadline:

- Submit a completed application (see application checklist)
- Pay filing fee

*Staff review*

#### ► 10 Working Days Before P&Z Commission

Final revisions submission deadline

#### ► First & Third Tuesday of the Month

Planning & Zoning Commission Meeting

#### ► Within 10 Days of P&Z Decision

File intent to appeal P&Z determination to City Council

# OAK GROVE SITE PLAN REVIEW

## APPLICATION CHECKLIST

For applications filed under Unified Development Code Section 405.075

*In order to request a hearing before the Planning and Zoning Commission, a completed application must be received by the Zoning Officer before the filing deadline. The filing deadline for site plan review applications is typically 30 days before the next meeting. Please contact the Zoning Officer for exact dates.*

*A complete application includes the following:*

- A completed application form.** The application form for a site plan review is available in the Community Development Office, located in Oak Grove City Hall, or on the Internet at [www.cityofoakgrove.com](http://www.cityofoakgrove.com).
- Paper copies of all plans.** For the initial review, one (1) full size 22"X34" and one (1) 11"x17" hard copies are required. After all necessary revisions are made, two (2) full size 22"X34" and one (1) 11"x17" hard copies are required for the submission to the Planning Commission.

The site plan must include any data necessary to assure compliance with the zoning regulations relevant to the proposal. See the Contents Checklist for a list of submittal requirements and the Building Design Standards for a list of requirements for commercial and industrial structures. The number of pages submitted will depend on the proposal's size and complexity. The applicant must make notations explaining the reasons for any omission.

- Plans shall be signed and sealed by the project engineer or architect.**
- A digital copy of all plans and a portable document format (.pdf)** for each sheet of the plan submittal.
- Storm water calculations** in accordance with the city of Oak Grove specifications and American Public Works Association 5600 and 2600.
- Traffic Impact Analysis**, if required.
- An application fee of two hundred and fifty dollars (\$250.00), + Associated cost** (which may include public hearing notices if applicable) payable to the City of Oak Grove.
- Ownership affidavit**, copy of deed, other proof of property ownership OR owner(s) consent form.

# **OAK GROVE SITE PLAN REVIEW**

## ***STANDARDS OF REVIEW***

From Unified Development Code Section 405.100

*The following criteria will be used by the Planning and Zoning Commission to review applications.*

- 1. The balancing of landowners' rights to use their land, with the corresponding rights of neighboring landowners, residents and the general public, to live without undue disturbances (e.g., noise, smoke, vibration, fumes, dust, odor, glare, stormwater runoff, etc.);**
- 2. The convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent areas or roads;**
- 3. The adequacy of waste disposal methods and protection from pollution of surface or ground water;**
- 4. The protection of historic and environmental features on the site under review and in adjacent areas;**
- 5. The stability of the built environment, particularly residential neighborhoods, by promoting urban development which is compatible with clearly identified natural resources; and**
- 6. The adequacy of provisions for resulting additional system demands which may be imposed by the development upon roads and streets, water supply and storage, storm sewerage, and sanitary sewerage and wastewater treatment and the consistency of the development with the City's Comprehensive Plan.**

# OAK GROVE SITE PLAN REVIEW

## CONTENTS CHECKLIST

Site plans shall be prepared by a registered professional engineer, architect, land surveyor or landscape architect. Plans should be at a scale of one (1) inch equals twenty (20) feet on standard twenty-two (22) by thirty-four (34) inch sheets. Larger sized sheets may be utilized if the project area necessitates the need.

<b>Items required for submission include:</b>	
	Name of the project, address, boundaries, date, north arrow, and scale of the plan.
	Name and address of the owner of record, developer and seal of the engineer, architect or landscape architect.
	Name and address of all owners of record of abutting parcels.
	All existing lot lines, easements, and rights-of-way, including dimensions of same.
	<b>The location and use of all existing and proposed structures within the development.</b> Include all dimensions of height and floor area and show all exterior entrances and all anticipated future additions and alterations with parking.
	<b>Elevations of each facade.</b> A color rendering of the predominant street view submitted with the application. A colors and materials palette must be available at the Planning Commission meeting.
	<b>The location of all present and proposed public and private ways</b> , parking areas, driveways, sidewalks, ramps, curbs and fences.
	<b>Location, type and screening details for all waste disposal containers.</b>
	<b>A separate lighting sheet</b> , including the location, height, intensity and bulb type (e.g., fluorescent, sodium incandescent) of all external lighting fixtures. Note: light poles are required to be located within landscape islands or cart return corrals.
	<b>A separate sign plan</b> , including the location, height, size, materials, wording, illumination detail and design of all proposed signage.
	<b>A separate landscape plan</b> , including a landscape plan showing all existing open space, trees, forest cover and water sources and all proposed changes to these features including size and type of plant material. Water sources will include ponds, lakes, brooks, streams, wetlands, flood plains and drainage retention areas. Irrigation systems are required for all areas of turf, trees, shrubs or plants.
	<b>A separate utility plan</b> , the location of all present and proposed utility systems including:
	Sanitary sewer system
	Water supply system;
	Telephone, cable and electrical systems; and
	Storm drainage system including existing and proposed drain lines, culverts, catch basins, head walls, end walls, hydrants, manholes and drainage swales.

	<b>The location, height, area and footprint</b> of all above ground accessory utility facilities with a height of three (3) feet or greater.
	<b>A separate erosion control plan</b> , a plan to prevent the pollution of surface or ground water, erosion of soil both during and after construction, excessive runoff, excessive raising or lowering of the water table and flooding of other properties, as applicable.
	<b>Existing and proposed topography</b> at not more than two (2) foot contour intervals. All elevations shall refer to the United States Geodetic Survey (USGS) datum Missouri West 1983.
	<b>Zoning district boundaries and land uses</b> adjacent to the site's perimeter shall be drawn and identified on the plan.
	<b>Traffic flow patterns within the site</b> , entrances and exits, loading and unloading areas, curb cuts (including streets within four hundred (400) feet of the site measured to the centerline) on the site and within one hundred (100) feet of the site.
	<b>The projected traffic flow pattern</b> including vehicular movements at all major intersections likely to be affected by the proposed use of the site.

**The City Engineer may require a detailed traffic study to determine specific traffic impacts on City of Oak Grove facilities that may include:**

	<b>The impact of this traffic upon existing abutting public and private ways in relation to existing road capacities.</b> Existing and proposed daily and peak hour traffic levels, as well as road capacity levels, shall also be given.
	<b>Any impacts to traffic control signals.</b>

**For new construction or alterations to any existing structure, a table containing the following information must be included:**

	<b>Area of structure to be used for a particular use</b> , such as retail operation, office, storage, etc.
	<b>Maximum number of employees.</b>
	<b>Maximum seating capacity</b> , where applicable.
	<b>Number of parking spaces</b> existing and required for the intended use.
	<b>Percentage of lot area containing landscaping.</b>

# OAK GROVE SITE PLAN REVIEW

## COMMERCIAL & INDUSTRIAL BUILDING STANDARDS

From Unified Development Code Section 405.260

*The following minimum standards apply to most commercial and industrial buildings within the City:*

<b>Relationship to Adjacent Development</b>	
	<b>The form and proportion</b> of buildings shall be consistent or compatible with the scale, form and proportion of existing development in the immediate area.
	<b>The rhythm of structural mass to voids</b> , such as windows and glass doors, of a front facade should relate to the rhythms established in adjacent buildings.
<b>Façade Articulation</b>	
	<b>A façade consisting of a single undifferentiated plane</b> with a single texture or color, excluding windows, doors or overhead doors, is prohibited.
	<b>A minimum of 15 percent of the area of each façade shall be recessed, projected, or alternately staggered when the building is located on a corner lot</b> from the primary plane of the wall not less than one foot in depth or projection, excluding windows, doors or overhead doors.
	<b>Roof-mounted equipment</b> , excluding satellite dishes, shall be screened from view (one hundred percent (100%) opacity) or isolated so that it is not visible from ground level of any adjacent applicable public thoroughfare up to a maximum of three hundred (300) feet away. The appearance of roof screens shall be coordinated with the building to maintain a unified appearance.
	<b>All electrical and mechanical equipment</b> in excess of 3 feet in height, located adjacent to the building and visible from any adjacent applicable public thoroughfare shall be screened from view (one hundred percent (100%) opacity) up to a maximum of three hundred (300) feet away. Such screens and enclosures shall be treated as integral elements of the buildings appearance.
	<b>Mirrored glass</b> with a reflectance greater than forty percent (40%) shall not be permitted on more than twenty percent (20%) of the exterior walls of the building.
	<b>Plans for all commercial and industrial projects</b> shall include detailed drawings of all enclosures and screening methods, as well as profiles and descriptions of the types of material used on all exterior walls.
<b>Building Materials</b>	
	<b>A minimum of 100 percent of front and 50 percent side façades shall consist of the following materials. In C-1 and C-2 Districts where the building is located on a corner lot 100 percent of the front, 100 percent of side facing the street and 50 percent of the rear walls shall consist of the following materials:</b> <ul style="list-style-type: none"><li>• Masonry construction shall include all masonry construction which is composed of solid, cavity, faced or veneered-wall construction, or similar materials approved by the Planning and Zoning Commission.</li><li>• Stone materials used for masonry construction may consist of granite, sandstone, slate, limestone, marble or other hard and durable all-weather stone. Ashlar, cut stone and dimensioned stone construction techniques are acceptable.</li><li>• Brick material used for masonry construction shall be composed of hard-fired (kiln-fired), all weather common brick or other all-weather common brick or all-weather-facing brick.</li></ul>

<b>Building Materials</b>	
	<ul style="list-style-type: none"> <li>Concrete finished or precast concrete panel (tilt wall) construction shall be exposed or aggregate, hammered, sandblasted or finished as approved by the Planning and Zoning Commission.</li> <li>Stucco or approved gypsum concrete/plaster materials are also permitted.</li> </ul>
	<p><b>Glass walls</b> shall include glass-curtain walls or glass-block construction. A glass-curtain wall shall be defined as an exterior wall which carries no floor or roof loads and which may consist of a combination of metal, glass and other surfacing materials supported in a metal frame.</p>
	<p><b>Buildings with metal panels</b></p> <ul style="list-style-type: none"> <li>Metal panels shall not be allowed in any commercial district except that metal panels may be allowed in the C-3 General Business District for accessory buildings where the proposed structure will generally not be visible from an arterial street, a major highway, or adjacent residential areas due to its location on the site, existing structures on the site, topography of the site, and/ or the use of landscaping and/or berms on the site to screen the proposed structure and reduce its visibility from off site; provided that the use of metal panels is approved by the Planning Commission and Board of Alderman as a part of the site plan and design review process pursuant to Section 405.100. Metal panels may be allowed in an industrial district in conjunction with masonry construction, provided the materials are approved by the Planning Commission and Board of Alderman. The process for approval of metal panels in an industrial district shall be the same as Section 405.100, Site Plan and Design Review.</li> </ul>
<b>Building Form</b>	
	<p>The use of unusual shapes, color and other characteristics that cause new buildings to call excessive attention to them and create disharmony shall not be allowed.</p>
	<p>Architectural design shall create visual interest through the use of different textures, complementary colors, shadow lines and contrasting shapes. The use of walls in a single color, with little detailing or completely blank, is discouraged;</p>
	<p>Careful consideration of durable materials, proportions and shapes, emphasizing the importance of roofs as integral and embracing elements of the over-all design, is particularly important;</p>
	<p>Evaluation of building materials shall be based on the quality of its design and relationship and compatibility to building materials in the immediate neighborhood; and</p>
	<p>Architectural treatments (e.g., building materials, colors, facade design, roof lines, screening) shall be consistent and compatible on all sides. Treatment that is uniform on all sides will be deemed to meet the requirements of this principle. Adjacent land uses, visibility from public streets, use of screening devices (walls, fences, berms, landscaping) are criteria to be considered when varying this treatment. The applicant will have the burden of demonstrating the reasons for differing treatment on different sides (e.g., the need for truck access on one side and pedestrian access on another).</p>



## SITE PLAN APPLICATION

**DEVELOPMENT NAME** \_\_\_\_\_

FOR OFFICE  
USE ONLY

Zoning Officer: \_\_\_\_\_ Filing Fee: \_\_\_\_\_

P&Z Date: \_\_\_\_\_

Administrative Review Deadline: \_\_\_\_\_

### Applicant Contact Information

**Applicant Name:** \_\_\_\_\_ Company: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Property Owner Name (if different than applicant):** \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Firm Preparing the Site Plan:** \_\_\_\_\_ Contact: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

\*All correspondence on this application should be sent to (check one):  Applicant  Property Owner  Firm

### SITE PLAN REQUEST

Please provide a brief description of the site plan review request (attach if necessary):

### PROJECT DETAILS

General Location or Address of Property:

Property Area in Acres and/or Square Feet:

Present Zoning of the Property: \_\_\_\_\_

Present Use of the Property:

**APPLICANT'S DECLARATION**

My application consists of the following items and information necessary for a complete application:

<input type="checkbox"/> Completed application form	<input type="checkbox"/> Ownership affidavit, copy of deed, or other proof of property ownership
<input type="checkbox"/> Required plans: Two (2) 22"X34" full size copies of site plan and one (1) 11"X17" size	<input type="checkbox"/> Required Fee: \$250.00
<input type="checkbox"/> Digital copy of the plan and .pdf of each sheet	

The following items and information are required by the City Engineer:

<input type="checkbox"/> Traffic Impact Analysis (if necessary)
<input type="checkbox"/> Storm water calculations in accordance with the city of Oak Grove specifications and American Public Works Association 5600 and 2600. (City specifications are detailed in the <i>Standard Contract Documents and Technical Specifications and Design Criteria for Utility and Street Construction</i> )

**The following declarations are hereby made:**

- The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.
- The submitted plan, if any, contains all of the necessary information required by the Unified Development Code. I will provide any and all omitted information and understand omissions can delay the development process a minimum of thirty (30) days.
- The applicant has discussed this application with a staff planner in the Community Development Department.

**Zoning Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- The information presented and contained within this application is true and correct to the best of the undersigner(s) knowledge.

**SIGNATURE OF OWNER(S) AND APPLICANT(S)**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Subscribed and sworn to me on this Stamp:

the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

in the County of \_\_\_\_\_,

State of \_\_\_\_\_.

**Notary Public:** \_\_\_\_\_ **My Commission Expires:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Subscribed and sworn to me on this Stamp:

the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

in the County of \_\_\_\_\_,

State of \_\_\_\_\_.

**Notary Public:** \_\_\_\_\_ **My Commission Expires:** \_\_\_\_\_

**OWNERSHIP AFFIDAVIT**

---

STATE OF MISSOURI )

COUNTY OF JACKSON )

Comes now \_\_\_\_\_ (owner)  
who being duly sworn upon his/her oath, does state that he/she is the owner of the  
property legally described in the site plan application for

---

and acknowledges the submission of the application for site plan on said property  
under the City of Oak Grove Unified Development Code.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

---

Signature of Owner

---

Printed Name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

---

Notary Public

---

My Commission Expires