



SITE PLAN Application

SUBMITTAL INFORMATION The undersigned hereby applies to the CITY OF ASHLAND, MISSOURI, For development review as outlined in Chapter 9 Planning and Zoning, Section 9.106, Site Plan Submission, Review Required.

Physical Address: _____

Parcel ID #: _____ / _____ / _____ / _____ / _____

Project Name: _____

Applicant Name (Please Print) _____

Address: _____ **Phone #:** _____
 _____ **Fax #:** _____
 _____ **E-Mail:** _____

Applicant's Signature: _____ **Date** _____

REQUIRED SUBMITTALS WITH COMPLETED APPLICATION

- Property survey
- Letter of Intent for Zoning Use and Building Use
- Site Plan/Drawing (5 signed and sealed copies). These 5 plans must be Standard Size D (24"x36").
 A reduced 11 x 17 copy and a PDF disc are also required. The plan shall include the following information.
 Title Sheet that may include the survey
 Site Plan
 Paving/grading/drainage plan
 Utilities sheet (including all existing utilities)
 Detail sheet(s)
 Building elevations
 Sign locations (Sign design shall be approved on a separate permit)
 Adjacent zoning and land uses
- Stormwater Calculations
- Traffic Study
- Other: _____
- Application Fee: \$300.00 Site Plan Review \$100.00 Extension

CONFERENCE A Site Plan Review Conference will be scheduled with City Administrator, the Applicants' Engineer, City Engineer, Department Heads of Maintenance, Fire Department, Ambulance Services, and Law Enforcement. This is to review the site plan presented.

Conference Date: _____ Staff Signature _____

OFFICE USE ONLY	Application:	_____	_____
	City Staff Review:	_____	_____
	Planning & Zoning:	_____	_____
	Board of Aldermen 1st Reading:	_____	_____
	Board of Aldermen 2nd Reading:	_____	_____
	Final Revisions / As-Built Received:	_____	_____

9.106. Site Plan Submission, Review Required

Any development proposed on land within any district, except R-1, AAD, APC, API Airport District as described herein shall have a site plan submitted to the City's Planning and Zoning Commission for review and consideration for approval. Site plans submitted for developing lands within the aforementioned districts shall:

- a) Meet the standards of the City of Ashland's Long Range Plan.
- b) Comply with all regulations for surface water drainage control and floodplain management.
- c) Comply with any and all applicable local, state and federal ordinances, rules, statutes, laws, regulations and requirements.
- d) Be submitted at least Thirty (30) calendar days prior to the Planning and Zoning Commission meeting. (amended Council Bill No. 2006-059, 1-02-2007) (amended Council Bill No. 2008-010, 2-18-2008)

The Planning and Zoning Commission shall provide written reasons for disapproving submitted site plans on a case-by-case basis. Site plan disapproval decisions made by the Planning and Zoning Commission can be appealed to the Board of Adjustments as outlined in 10.160.

9.107. Modifications to Approved Site Plans

Minor Site Plan Modifications.

Minor modifications to a previously approved site plan may be necessary to accommodate site constraints or facilitate practical site construction. A developer may request that these minor site plan modifications be reviewed by the Administrative Officer or designee in lieu of submitting a revised site plan to the Planning and Zoning Commission. The Administrative Officer or designee may approve such proposed site plan modifications if they are determined to be minor in nature and are found to be in full compliance with all applicable local, state, and federal ordinances, rules, statutes, laws, regulations and requirements. The Administrative Officer or designee may require revised drawings for City review prior to approval. All approved minor site plan modifications shall be included on the set of as-built construction drawings submitted to the City prior to the conclusion of the project.

Minor site plan modifications are intended to be technical, dimensional adjustments based upon field conditions and shall not include the following:

- a.) Changes to the property use shown on the original approved site plan.
- b.) The addition of more than 500 square feet of new impervious surface.
- c.) Increases in building floor area.
- d.) Construction of additional structures.
- e.) Changes to buildings, parking areas, drive aisles, etc which significantly impacts the general site layout.
- f.) Any change to sewer and stormwater

2) Major site plan modifications.

All proposed modifications which are not found to be minor site plan modifications by the Administrative Officer or designee shall be classified as major site plan modifications. Major site plan modifications shall require review and approval by the City's Planning and Zoning Commission. Developers wishing to request a major site plan modification shall submit a revised site plan to the City's Planning and Zoning Commission for review and consideration for approval. The review and approval procedure for major site plan modifications shall be the same as the site plan review process shown in section 9.106.



DEVELOPMENT APPLICATION FEE SCHEDULE

Adopted by Resolution #27 on 5/16/12

ANNEXATIONS (Voluntary)	No Charge
CONDITIONAL USE REVIEW	200
Extension	100
PLANNED DEVELOPMENT	
Preliminary Development Plan	300 */**
Final Development Plan	300 */**
Amendment to Approved Plan	150 */**
REZONING	200 *
SITE PLAN REVIEW	300
Extension	100
SUBDIVISION PLATS	
Minor Plats	200 ***
Major Plats (Preliminary)	200
Major Plats (Final)	300 ***
VARIANCES	
Residential	100 *
Non-Residential	200 *
APPEALS	
Admin. Determination to Board of Adjustment	100 *
P&Z decision to Board of Aldermen	200 *
SERVICES	
Official Zoning Verification	25
Administrative Officials Determination	50
Misc. Letter Requests	25

* Plus cost of legal advertisement

** Plus cost of legal fees

*** Plus recording fees

Applicants: Please note the following:

1. All fees listed above are non-refundable and are due at the time of submittal.
2. Some projects (including PDs, plats, and site plans) may require review by an engineer hired by the City. Applicants are responsible for reimbursing the City for any engineer review costs associated with their submittals. These costs are not included in the above listed fees and will be billed to the applicant separately.

Applicants: Please note the following:

All previously listed fees are non-refundable and are due at the time of submittal.

Projects submitted, including Planned Developments, plats, and site plans, require review by an engineer selected by the City and other outside service providers to determine compliance with all applicable ordinances and codes throughout the process. Applicants are the responsible party for reimbursing the City for these outside expenses. These costs are not included in the development application fee schedule because they are not predetermined.

An initial \$500.00 deposit is required before the outside services are requested by the City. If, at any time, it appears to City that the bill for outside service will exceed \$500.00, the City may require an additional deposit in an amount determined by the City. Action on the development application may be postponed until the deposit is made by applicant.

If the final billing for all outside services is less than the amount deposited, the remainder of the deposit will be refunded to the applicant.

If the final billing exceeds the amount of the deposit, the applicant shall reimburse the City for the additional amount of the fee within 30 days after the City sends applicant an invoice. If applicant fails to pay the additional amount, City may file a lawsuit to recover the amount due. If such a lawsuit is instituted, City shall be entitled to recover from applicant its reasonable attorney's fees.

Your signature below indicates an understanding and acceptance of the above required deposits, which are in addition to any other fees listed on the development fee schedule.

Signature of Applicant

Date

PLANNING AND ZONING COMMISSION	
<i>2017 Applicant's Submittal Deadlines*</i>	
Complete Application Packet Submitted to the City**	Meeting Date***
12/12/16	1/10/17
1/9/17	2/14/17
2/13/17	3/14/17
3/13/17	4/11/17
4/10/17	5/9/17
5/8/17	6/13/17
6/12/17	7/11/17
7/10/17	8/8/17
8/7/17	9/12/17
9/11/17	10/10/17
10/9/17	11/14/17
11/13/17	12/12/17

This calendar provides a general timeframe for submitting development applications for the Planning and Zoning Commission Agenda. This schedule may be altered due to conflicts with scheduled holidays, the number of applications filed at any one time, the types of projects to be reviewed or staff and/or Commission availability.

*Depending on the complexity of the application, items which require review by the City Engineer may require additional time which is not reflected upon this schedule.

**Per Missouri State Statute and Ashland City Code legal advertisements must be published a minimum of 15 days in advance of a meeting. This schedule accounts for that required notice while also providing staff adequate time to review the application.

***The final drafts of staff reports are due one week prior to the meeting date. Therefore, staff must have all necessary paperwork one week prior to the staff report deadline, essentially two weeks prior to the anticipated meeting date.