



# CITY OF ROCK HILL

320 W. Thornton Ave • Rock Hill, MO 63119 • (314) 968-1410 • Fax (314) 968-4843

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## Instructions for Filing an Application for Single Family Residential Site Plan Review

1. The Planning and Zoning Commission meets to review projects on the first Wednesday of the month at 6:30 P.M. at City Hall.
2. The filing deadline is the second Wednesday of each month. Incomplete applications may be delayed or postponed.
3. The petitioner must submit the following:
  - Completed application for site plan review
  - 2 folded copies of the applicable plans for initial staff review. Additional copies will be needed for review by the Planning and Zoning Commission and the Board of Aldermen (if applicable).
  - \$200 review fee
4. The Petitioner or an authorized representative should attend the meeting to answer any questions regarding the petition.
5. Adherence to the city's Residential Design Guidelines is encouraged. Copies are available online at [www.rockhillmo.net](http://www.rockhillmo.net) or from city hall.
6. If you need additional assistance, please contact Jennifer Yackley, City Administrator, at 561-4302 or [jyackley@rockhillmo.net](mailto:jyackley@rockhillmo.net).



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## Application for Single Family Residential Site Plan Review

### **PART A: PARTIES OF INTEREST**

Petitioner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Agent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Interest in the project (Engineer, Attorney, Architect) \_\_\_\_\_

Property Owner's Name (if different): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### **PART B: SITE DESCRIPTION**

Address: \_\_\_\_\_

Locator Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Acres/Square feet: \_\_\_\_\_

Present Use: \_\_\_\_\_

### **PART C: PROPOSED DEVELOPMENT** (attach additional sheets if necessary)

Briefly describe the proposed development and intended use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Project Type:

- New Single Family Residential
- Residential Addition (more than 400 sq. ft.)
- New Accessory Structure

Gross Floor Area (GFA)

Existing: \_\_\_\_\_ s.f.

Additional proposed: \_\_\_\_\_ s.f.

Total proposed: \_\_\_\_\_ s.f.

Impervious Lot Coverage

Percentage of site covered before development: \_\_\_\_\_

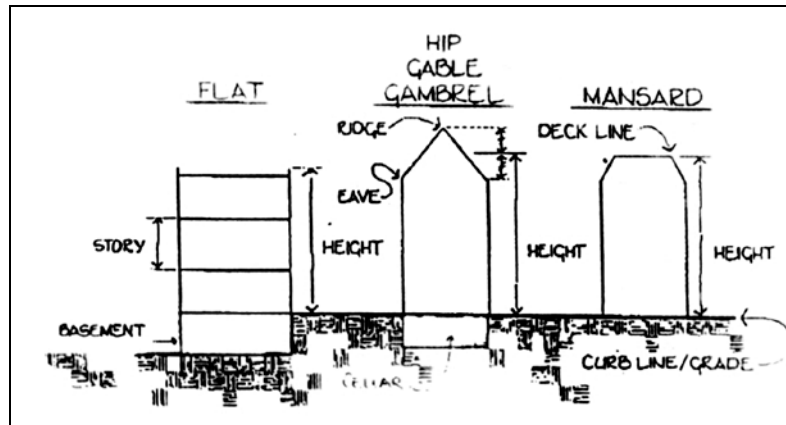
Percentage of site covered after development: \_\_\_\_\_

Height\*

Height of new structure or addition: \_\_\_\_\_ Number of stories: \_\_\_\_\_

Height of existing structure (if applicable): \_\_\_\_\_ Number of stories: \_\_\_\_\_

\*Defined as the vertical distance from the grade to the highest point of the coping of a flat roof or to the deck line of a mansard roof or to the mean height level between eaves and ridge for gable, hip and gambrel roofs.



## PART D: ARCHITECTURAL INFORMATION

Primary Exterior Wall Material

Type: \_\_\_\_\_ Color: \_\_\_\_\_

Location: Front      Rear      Left Side      Right Side

Accent Exterior Wall Material

Type: \_\_\_\_\_ Color: \_\_\_\_\_

Location: Front      Rear      Left Side      Right Side



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## Accent Exterior Wall Material (continued)

Type: \_\_\_\_\_ Color: \_\_\_\_\_

Location: Front      Rear      Left Side      Right Side

Type: \_\_\_\_\_ Color: \_\_\_\_\_

Location: Front      Rear      Left Side      Right Side

Roofing-Material: \_\_\_\_\_ Color: \_\_\_\_\_

## **PART E: DESIGN ELEMENTS FOR NEW SINGLE FAMILY RESIDENTIAL**

### **Front Elevation** (provide 3 elements)

- Multiple roof lines such as the use of gables and dormers
- At least three (3) windows on façades longer than 30 feet in length exclusive of basement egress windows
- More than one type of exterior building material exclusive of asphalt shingles
- Recesses/offsets
- Decorative architectural elements such as columns, cornices, horizontal banding, decorative ornaments, lintels and sills.

### **Rear Elevation** (provide 2 elements)

- Multiple roof lines such as the use of gables and dormers
- At least three (3) windows on façades longer than 30 feet in length exclusive of basement egress windows
- More than one type of exterior building material exclusive of asphalt shingles
- Recesses/offsets
- Decorative architectural elements such as columns, cornices, horizontal banding, decorative ornaments, lintels and sills.

### **Left Side Elevation** (provide 2 elements)

- Multiple roof lines such as the use of gables and dormers
- At least three (3) windows on façades longer than 30 feet in length exclusive of basement egress windows
- More than one type of exterior building material exclusive of asphalt shingles
- Recesses/offsets
- Decorative architectural elements such as columns, cornices, horizontal banding, decorative ornaments, lintels and sills.



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## Right Side Elevation (provide 2 elements)

- Multiple roof lines such as the use of gables and dormers
- At least three (3) windows on façades longer than 30 feet in length exclusive of basement egress windows
- More than one type of exterior building material exclusive of asphalt shingles
- Recesses/offsets
- Decorative architectural elements such as columns, cornices, horizontal banding, decorative ornaments, lintels and sills.

## Masonry Requirement

Masonry is a required building material if eighty percent (80%) of the existing houses within a hundred and fifty (150) foot radius, exclusive of houses located behind the rear property line of the new house, consist of houses for which masonry composes fifty percent (50%) or more of the exterior construction material.

The minimum masonry requirement is twenty-five percent (25%) and shall be determined by the following formula: The total square feet of all sides of the building from foundation to roof line, excluding eaves, gables and the garage door, times twenty-five percent (25%), shall equal the square feet of masonry required in each building. The required amount of masonry may be applied to the front, sides and rear elevations.

Total building surface area: \_\_\_\_\_

Percentage of masonry provided: \_\_\_\_\_%

## PART F: SIGNATURES

Signature of **Property Owner** (Required): \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant (Required): \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



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## PART G: SITE PLAN REVIEW CHECK LIST

\_\_\_ Site Plan requirements:

Drawn and certified or sealed by a licensed professional architect or engineer and shall be drawn accurately to line and scale no greater than one (1) inch equals twenty (20) feet nor less than one (1) inch equals fifty (50) feet

The property shall be identified by lot lines and location, including dimensions, angles and size, correlated with the legal description of said property

The title block shall include the name and address of the property owner(s), developer(s) and architect/engineer

Location map including north point and map scale

Location of existing natural features such as woodlots, streams, rivers, lakes, drains etc.

Location of existing and proposed buildings, structures, retaining walls, berms, fences, easements, high tension towers, pipe lines, existing utilities such as water and sewer lines, etc., excavations, bridges, culverts and drains and shall identify adjacent properties within one hundred (100) yards and their existing uses

Existing topography and finished grade line elevations at two (2) foot contour intervals as well as the proposed/existing finished floor elevation for all structures

The height of all buildings and structures and the distance from all proposed buildings and structures to the nearest property line

Existing and proposed streets, driveways, sidewalks and other vehicular and pedestrian circulation features within and adjacent to the site; also the location, size and number of parking spaces in the off-street parking areas and the identification of service lands, service parking and loading zones

Location and height of all light poles

Location, type and nature of screening proposed for all trash collection areas

At least two (2) section profiles through the site showing preliminary building form, existing natural grade and proposed final grade

Location and size of existing and proposed free standing signs

Methods to handle surface water runoff in compliance with MSD standards

\_\_\_ Exterior elevations with vertical dimensions, fenestration and proposed materials listed

\_\_\_ 1 set of color photographs of the front of adjacent properties and the four sides of the existing building to be demolished or remodeled



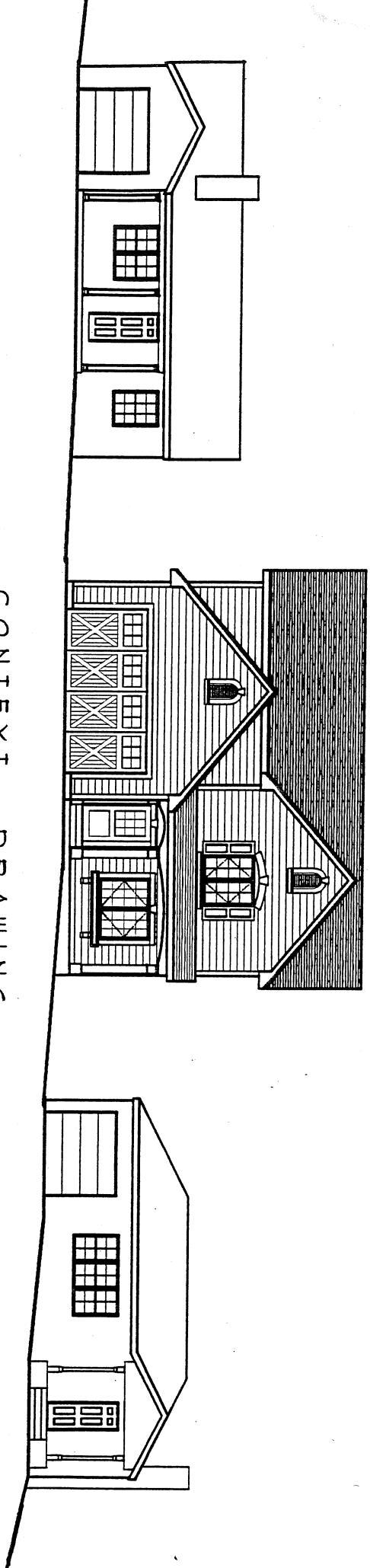
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- \_\_\_ Context drawing of proposed new building including 1 adjacent property on each side. Minimum scale 1/8" = 1'-0"
  
- \_\_\_ Two full size, folded copies of the plan set must be submitted for staff review. Additional plan sets will be required later to forward to the Planning and Zoning Commission and/or Board of Aldermen.
  
- \_\_\_ \$200 application fee
  
- \_\_\_ Material samples will be required at the Planning and Zoning Commission meeting

ATTACHMENT B



C O N T E X T   D R A W I N G

SCALE: 1/8" = 1' - 0"

NOTES:

THE PURPOSE OF THE CONTEXT DRAWING IS TO ILLUSTRATE THE SIZE AND RELATIONSHIP OF THE PROPOSED ADDITION OR NEW RESIDENCE AS COMPARED TO THE EXISTING NEIGHBORING PROPERTIES.

THE CONTEXT DRAWING SHALL DEPICT THE STREET ELEVATION OF THE PROPOSED STRUCTURE WITH THE EXISTING STRUCTURES SHOWN ON EACH SIDE.

THIS IS A SAMPLE CONTEXT DRAWING AND HAS BEEN REDUCED FOR EASE OF DUPLICATION. ACTUAL CONTEXT DRAWINGS FOR SUBMITTAL MUST BE AT A SCALE: 1/8" = 1' - 0" MINIMUM.