



CITY OF ROCK HILL

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

Instructions for Filing an Application for 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).
 - Project report
 - \$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 Design Guidelines is encouraged. Copies are available online at 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.



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Application for 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: _____

Is the intended use: Permitted _____ Conditional _____



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Gross Floor Area (GFA)

Existing: _____ s.f.

Additional proposed: _____ s.f.

Total proposed: _____ s.f.

Parking

Existing parking: _____

Existing loading spaces: _____

Additional parking: _____

Additional loading spaces: _____

Total parking: _____

Total loading spaces: _____

Impervious Lot Coverage

Percentage of site covered before development: _____

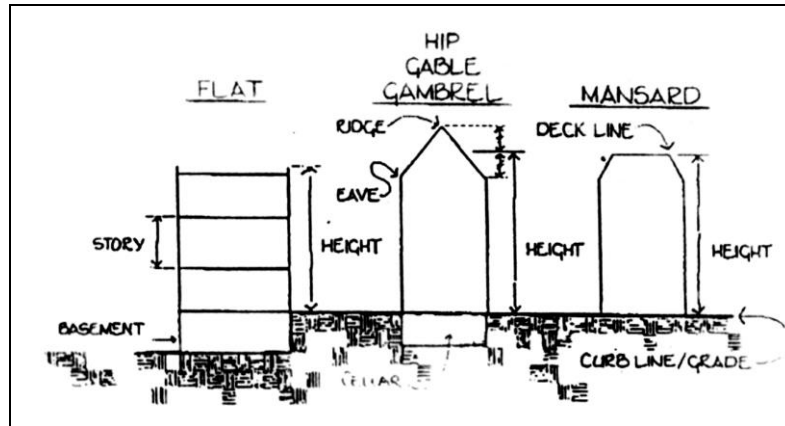
Percentage of site covered after development: _____

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



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Accent Exterior Wall Material

Type: _____ Color: _____

Location: Front Rear Left Side Right Side

Type: _____ Color: _____

Location: Front Rear Left Side Right Side

Type: _____ Color: _____

Location: Front Rear Left Side Right Side

Roofing-Material: _____ Color: _____

Trash Enclosure-Screening Material: _____ Location: _____

HVAC Units- Screening Material: _____ Location: _____

PART E: SIGNATURES

Signature of **Property** Owner (Required): _____

Print Name: _____ Date: _____

Signature of Applicant (Required): _____

Print Name: _____ Date: _____



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PART F: 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

___ Provide comments/approval from the Metropolitan St. Louis Sewer District

___ Landscape Plan signed and sealed by a landscape architect licensed in the State of Missouri

___ Exterior elevations with vertical dimensions, fenestration and proposed materials listed



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- ___ Color renderings no smaller than 11 x 17
- ___ Lighting plan with cut sheets for each proposed light fixture
- ___ Two full size, folded copies of the plan sets 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
- ___ Project report to include a brief explanation of the character of the proposed development, verifications of applicant's ownership and/or contractual interest in the subject site and anticipated development schedule
- ___ Material samples will be required at the Planning and Zoning Commission meeting