



## APPLICATION FOR DEVELOPMENT PLAN APPROVAL

**DATE OF APPLICATION:** \_\_\_\_\_

**APPLICATION #:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

**TYPE OF PLAN**

Preliminary Plan

Final Plan

Amended Plan

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

**PROPERTY OWNER INFORMATION (IF DIFFERENT THAN APPLICANT INFORMATION):**

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

Property Interest of Applicant:  owner  Renter/Lessee  Other \_\_\_\_\_

**DESCRIPTION OF PROPERTY:**

Street Name: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

**PLAN REQUIREMENTS CHECKLIST:**

(The final development plan, in addition to the matters shown on the preliminary development plan shall include the following:

- The existing and proposed contours at two (2) foot intervals.
- The landscape plan with the specific location of all plant material, specifying size, species and location (both as to the buffer area around the perimeter as well as that in the parking lot).
- Nature of use, as single-family, condominium, or multi-family, and/or commercial or manufacturing uses.
- All structures, present and future, specifying location, size, elevation and design, none of which may deviate substantially from the approved preliminary development plan.
- Sidewalks.
- Parking spaces, including underground parking and moving traffic lanes.
- Method of disposal of trash and garbage.
- Ingress and egress facilities.
- Parking facilities for visitors.
- Plan for the provision of water and sanitary and storm water drainage facilities.
- All easements and dedications.
- Any signs, location and size.
- Details of lighting of parking lots and outside of buildings, including location, type and intensity.
- All other information which the Planning and Zoning commission and the City Council may designate.

**REVIEW PROCEDURE:**

- If the Director finds that the final development plan conforms to the approved preliminary development plan, he/she shall approve it, send written notice of the approval to the Planning & Zoning Commission, and transmit the plan to the Planning & Zoning Commission chairman for his/her signature. If the Director finds that the final development plan does not conform to the approved preliminary plan, he/she shall deny the final development plan and return it to the applicant with a written response concerning the

reasons for denial. The applicant shall have thirty (30) days in which to file a written appeal of the denial to the Planning & Zoning Commission.

- Upon appeal, and after consideration of the application and staff report, the Planning & zoning commission shall approve, approve with conditions, or deny the final development plan. The final development plan shall conform to the preliminary development plan. If the final development plan does not conform to the preliminary development plan, or if the conditions of the preliminary development plan approval are not adequately met, the final development plan shall not be approved.
- Upon approval of the final development plan by either the Director or the Planning & Zoning Commission upon appeal, the final development plan shall be transmitted to the City Council for their information.
- Within sixty (60) days following approval of the final development plan by the Planning & Zoning Commission, it shall be recorded at the applicant's expense with the St. Louis County Recorder of Deeds, and a reproducible Mylar of such recorded plan furnished to the Director. Any bonds required to ensure completion of required improvements or open space shall be completed and in place prior to recording of the final development plan.

**NOTE:** The applicant may be required to provide, at applicant's expense, additional clarification and/or further detail of the preliminary plan, as deemed necessary by the Planning & Zoning Commission. *All plans, or other materials submitted to the Planning & Zoning Commission in the Application or presented at the Public Hearing become the property of the City as part of the permanent record.*

#### NOTICE TO APPLICANT

Application is hereby made for Approval of a Planned Development – Final Development Plan submitted for review as shown and described on this form and all accompanying plans/maps, documents, drawings and other visual aids.

I hereby certify that I am the owner in fee or acting as the owner's authorized agent. I hereby certify that all information provided is true and correct. I as owner / as owner's Agent agree to fully abide by all City of Overland ordinances, standards, codes and conditions in constructing this project.

Signature of Applicant	Signature of Owner	Signature of Property Owner
Print Name of Applicant	Print Name of Owner of Business	Print Name of Owner
Date	Date	Date

#### Application for Final Development Plan Approval (Revised: October 2023)

Department of Community Development

Telephone Number (314) 227-2930 • Fax Number (314) 428-4960

## FOR DEPARTMENT OF COMMUNITY DEVELOPMENT USE ONLY

PROJECT ADDRESS: \_\_\_\_\_

Date Received: \_\_\_\_\_

Application #: \_\_\_\_\_

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

C.C. Hearing Date: \_\_\_\_\_

Fee Paid: **\$1,000.00**

Date Paid: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Date: \_\_\_\_\_

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