

# CITY OF ST. ROBERT MIXED-USE PROJECT APPLICATION

## PART I: APPLICANT INFORMATION

Owner(s) (print)	Date	Project Engineer (print)	Date
Address		Address	
Business Phone	Cell Phone	Business Phone	Cell Phone
Agent/Applicant (print)	Date	Project Architect (print)	Date
Address		Address	
Business Phone	Cell Phone	Business Phone	Cell Phone

*We/I the undersigned hereby make application to the City of St. Robert for approval of a mixed-use project to be known as \_\_\_\_\_ which is located within the corporate city limits of the City of St. Robert, Missouri. The undersigned agrees that all proposed development activities including; land disturbance, flood protection, stormwater and erosion control and infrastructure improvement shall be in accordance with the requirements set forth in the Land Development and Infrastructure Development Regulations of the City of St. Robert and with all other applicable city ordinances, federal programs, and the laws and regulations of the State of Missouri.*

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note to Applicant:** Incomplete applications will be rejected and returned to the applicant for completion. (\*Application fees are non-refundable)

## PART II: SITE DATA

Location: \_\_\_\_\_ 1/4 of the \_\_\_\_\_ 1/4; Section \_\_\_\_\_; Township \_\_\_\_\_; Range \_\_\_\_\_  
 Owner(s) of Record: \_\_\_\_\_ Book & Page Number: \_\_\_\_\_  
 Tax parcel ID number: \_\_\_\_\_ Date property Acquired: \_\_\_\_\_  
 Gross Parcel Area: \_\_\_\_\_ Acre(s) Current Zoning Classification: \_\_\_\_\_  
 Property Located within a Designated Floodplain? (YES) (NO) Property Located within a Designated Floodway? (YES) (NO)  
 FIRM Panel Number: \_\_\_\_\_ FIRM Map Date: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

## PART II: SUBDIVISION SUMMARY

- A. Specify the proposed name of this mixed-use: \_\_\_\_\_.
- B. Specify is the proposed land use(s) to be developed within the subdivision? \_\_\_\_\_.
- C. List the gross area contained in this subdivision **before** development activities commence. \_\_\_\_\_ Acres.
- D. List the gross area of reserved open space **after** development activities are complete. \_\_\_\_\_ Acres.
- E. What is the minimum lot size within the proposed subdivision? \_\_\_\_\_ Square feet. Number of Lots? \_\_\_\_\_
- F. What is the proposed lot size density? \_\_\_\_\_ dwelling units per \_\_\_\_\_ acre. (Residential uses only)
- G. List the building setback distances: Front yard \_\_\_\_\_ feet, Side yard \_\_\_\_\_ feet, Rear yard \_\_\_\_\_ feet.
- H. Will new infrastructure improvements be made to support this proposed subdivision? (circle one) (YES) (NO)
- I. What is the estimated cost of all infrastructure improvements to be made? (attach estimates) \_\_\_\_\_.
- J. Has an **Irrevocable Letter of Credit** been filed with the City of St. Robert? (circle one) (YES) (NO)
- K. Has a subdivision **Construction Agreement** been filed with the City of St. Robert? (circle one) (YES) (NO)
- L. Has a subdivision **Maintenance Agreement** been filed with the City of St. Robert? (circle one) (YES) (NO)
- M. Does the current zoning classification support the proposed subdivision? (circle one) (YES) (NO)
- N. Has a change of rezoning district been approved for this proposed subdivision? (circle one) (YES) (NO)
- O. If yes, when was the change of zoning district approved? \_\_\_\_\_ Ordinance number? \_\_\_\_\_
- P. Have any variances been granted for this parcel of land? (circle one) (YES) (NO)
- Q. If yes, when was the variance granted? \_\_\_\_\_ Purpose of variance? \_\_\_\_\_

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## APPLICATION SUBMITTALS, REVIEW & APPROVAL PROCESS (Chapter 404, Section 404.025)

**Step 1:** Conduct pre-development meeting. (MANDATORY)

**Step 2:** Generate preliminary development plans and engineering.

**Step 3:** Submit two (2) copies of all development plans and engineering to Land Use and Public Works for review.

**Step 4:** Amend development plans and engineering as necessary. Submit final development plans with application for approval.

**Step 5:** Submit application with submittal's for formal approval:

- (a) Completed application with filing fee, and
- (b) Construction and Maintenance Agreements, and
- (c) One (1) copy of the conceptual site layout proposal illustrating:
  - 1) Proposed open space and public park areas, and
  - 2) Proposed locations of all mixed land uses, and
  - 3) Proposed locations of any single land uses, and
  - 4) Proposed traffic-ways, pedestrian-ways and parking areas, and
  - 5) Proposed locations of freestanding and monument sign structures, and
  - 6) Proposed conceptual landscaping and buffer areas.
- (d) One (1) copy of the conceptual elevation drawings that depict:
  - 1) Proposed mixed-use buildings front façade illustrations, and
  - 2) Proposed single-use building front façade illustrations, and
  - 3) Proposed streetscape illustrations, and
  - 4) Proposed freestanding pylon and monument sign illustrations.
- (e) Mixed-Use project summary that details:
  - 1) Descriptions of proposed mixed-use types and densities, and
  - 2) Descriptions of proposed single-use types and densities, and
  - 3) Descriptions of building materials used for front exterior building facades, and
  - 4) Descriptions of landscape proposals, open space designations and site amenities, and
  - 5) Proposed timeline of development activities.
- (f) Two (2) signed 24" x 36" paper copies the preliminary or final major subdivision plat, and
- (g) Two (2) copies of corrected infrastructure improvement plans (24" x 36") prepared by a registered engineer, and
- (h) One (1) copy of the project SWPPP and MODNR issued Land Disturbance Permit, and
- (i) Electronic files and shape file data referenced to NAD83, Missouri Central State-plane coordinate system.

**Step 6:** Land Use and Public works verifies application and submittals for accuracy and compliance and prepares staff review.

**Step 7:** Application and staff review is forwarded to Planning and Zoning Commission for review and recommendation. Applicant and general public will address Commission during "open public hearing" on the proposed development. Commission report is prepared and forwarded to City Council for final and approval.

**Step 8:** Development activities may commence as approved and in accordance with the approved development plans and engineering submitted on behalf of the project.