



424 N. Sappington Road Glendale, Missouri 63122 (314) 965-3600 fax (314) 965-4772

## PRELIMINARY / FINAL DEVELOPMENT PLAN APPLICATION

### APPLICANT INFORMATION:

**Business/Site Name:** \_\_\_\_\_

**Location/Address:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Architect/Engineer Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Type and nature of business(es), organization(s) or trade(s) (existing or proposed):**

\_\_\_\_\_

**Zoning change requested:**  Yes  No

If yes, from: \_\_\_\_\_ to: \_\_\_\_\_

The undersigned hereby certifies that he/she has a legal interest in the hereinabove described property, is authorized to sign and submit this application on behalf of the property owner and the applicant and that all information given herein is true and a statement of fact.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **PRELIMINARY DEVELOPMENT PLAN SUBMISSION REQUIREMENTS:**

Per Section 400.610 of the Glendale municipal code, applications for a preliminary development plan shall include the following:

- Plot plan showing the size, dimensions and locations of the property.
- The proposed building lines and the location and approximate size of buildings.
- The proposed use.
- The tentative parking, including number and location of parking spaces, and circulation patterns.
- The approximate existing and proposed contours of the parcel.
- The planting areas.
- The type, size and location of proposed signs not attached to the buildings.

Applicants must submit this form with ten (10) copies of the preliminary development plans. An electronic copy must also be provided by email to the Deputy City Clerk or the City Administrator.

## **FINAL DEVELOPMENT PLAN SUBMISSION REQUIREMENTS:**

Within twelve (12) months from the date of the approval by the Board of Aldermen of the preliminary development plan, applicants must submit a final development plan. Such final development plan, in addition to matters shown on the preliminary development plan, shall include the following:

- The existing and proposed contours of the parcel.
- The landscape plan with the specific location of all plant material specifying size, species and location (Both as to buffer area around the perimeter as well as that in the parking lots).
- All proposed uses and all structures, present and future.
- The number and location of parking spaces, moving traffic lanes, sidewalks, and loading and delivery zones.
- Ingress and egress facilities.
- Plan for the provision of water sanitary and storm drainage facilities.\*
- All easements and dedications.
- Signs
- Details of lighting of parking lots and outside of buildings, including location, type and intensity.
- All other information which the City Administrator, Plan Commission or Board of Aldermen may designate.

\* No building permit shall be issued to construct any part or all of the development in the district until such time as the Metropolitan St. Louis Sewer District has approved the sanitary and storm sewers and drainage