

UNIFIED LAND USE REGULATIONS

400 Attachment 3

City of Sullivan

Appendix A. Information Required With Applications

A-1: IN GENERAL

- A. As provided in Section 400.225, it is presumed that all of the information listed in this appendix must be submitted with an application for a zoning, sign or conditional use permit to enable the permit issuing authority to determine whether the development, if completed as proposed, will comply with all the requirements of these regulations. As set forth in Section 400.395, applications for variances are subject to the same provisions. However, the permit issuing authority may require more information or accept as sufficient less information according to the circumstances of the particular case. A developer who believes information presumptively required by this appendix is unnecessary shall contact the planning staff for an interpretation.
- B. As also provided in Section 400.225, the Administrator shall develop application processes, including standard forms, to simplify and expedite applications for simple developments that do not require the full range of information called for in this appendix.

A-2: WRITTEN APPLICATION

Every applicant for a variance or a zoning, sign or conditional use permit shall complete a written application containing at least the following information:

- 1. The name, address and phone number of the landowner.
- 2. If the applicant is not the landowner, the application shall be accompanied by a duly verified affidavit stating that the applicant has the landowner's permission to apply.
- 3. The date of the application.
- 4. Identification of the particular type of permit or approval sought.
- 5. A succinct statement of the nature of the development proposed under the permit or, in the case of variances, the nature of the variance, and the appropriate Section from which relief is sought.
- 6. Identification of the property in question by tax parcel I.D. number.
- 7. The zoning district in which the property lies.
- 8. The acreage of the property in question.
- 9. If applicable, the gross floor area of all buildings on the property.

SULLIVAN CITY CODE

10. If the request is for development of more than one (1) single-family dwelling, the number of dwelling units and/or lots proposed for development.
11. A copy of the property owner's general warranty or quit claim deed may be required.

A-3: DEVELOPMENT SITE PLANS

Subject to Section A-1 of this appendix, every application for a variance or zoning, sign or conditional use permit or plat approval shall contain plans that locate the development site and graphically demonstrate existing and proposed natural, manmade and legal features on and near the site in question, all in conformity with Sections A-4 through A-6 of this appendix.

A-4: GRAPHIC MATERIALS REQUIRED FOR DEVELOPMENT SITE PLANS

- A. The plans shall include a location map which shows the location of the project in the broad context of the neighborhood in which it lies. This location map may be drawn on the development site plans, or it may be furnished separately using reduced copies of maps of the City available from the Engineering Department.
- B. Development site plans shall be drawn to scale (except for subdivision sketch plans which may be only roughly to scale) using such a scale that all features required to be shown on the plans are readily discernible. Very large developments may require that plans show the development in sections to accomplish this objective without resort to plans that are so large as to be cumbersome, or the objective may be accomplished by using different plans or plans drawn to different scales to illustrate different features. In all cases, the permit issuing authority shall make the final determination whether the plans submitted are drawn to the appropriate scale, but the applicant for a conditional use permit may rely in the first (1st) instance on the recommendations of the planning staff.
- C. Development site plans should show on the first (1st) page the following information:
 1. Name of applicant.
 2. Name of development (if any).
 3. North arrow.
 4. Legend.
 5. Scale.
- D. All of the features required by Sections A-5 and A-6 may be included on one (1) set of plans, so long as the features are distinctly discernible.

A-5: EXISTING NATURAL, MANMADE AND LEGAL FEATURES

- A. Development site plans shall show all existing natural, manmade and legal features on the parcel where development is to take place including, but not limited to, those listed

UNIFIED LAND USE REGULATIONS

below. In addition, the plans shall also show those features that are located within two hundred (200) feet in any direction of the parcel where the development is to take place and shall specify the names of the adjoining property owners.

B. Existing natural features:

1. Tree line of wooded areas.
2. Orchards or other agricultural groves, along with type of tree or bush featured therein.
3. Streams, ponds, drainage ditches, swamps, boundaries of floodways and floodplains.
4. Base flood elevation data (see Article XVI of these regulations and Chapter 405 of this Code).
5. Contour lines (shown with solid lines), with not larger than ten (10) foot intervals, or as may be required to determine surface water drainage patterns.

C. Existing manmade features:

1. Vehicle accommodation areas (including parking areas, loading areas, circulation areas and types of surfaces) showing the layout of existing parking spaces and direction of travel lanes, aisles or driveways.
2. Streets, private roads, sidewalks and other walkways, all showing types of surfaces.
3. Curbs, gutters and storm drains, if any.
4. Other stormwater or drainage facilities, including manholes, pipes and drainage ditches.
5. Aboveground and underground utility lines, including water, sewer, electric power, telephone, gas and cable television.
6. Any other utility facilities (substations, generating plants, towers, etc.).
7. Fire hydrants.
8. Buildings, structures and signs (including dimensions of each).
9. Location of dumpsters (if applicable).
10. Location of exterior light fixtures, e.g. dusk-to-dawn lights.

SULLIVAN CITY CODE

D. Existing legal features:

1. The zoning district in which the property lies, including district boundary lines, if applicable.
2. Property lines (with dimensions shown).
3. Street right-of-way lines.
4. Utility easement or other easement lines.

A-6: PROPOSED CHANGES IN EXISTING FEATURES OR NEW FEATURES

A. Development site plans shall show proposed changes in:

1. Existing natural features (see A-5(B));
2. Existing manmade features (see A-5(C)); and
3. Existing legal features (see A-5(D)).

B. Development site plans shall also show proposed new legal features (especially new property lines, street right-of-way lines, and utility and other easements) as well as proposed manmade features including, but not limited to, the following:

1. The square footage or acreage in every lot created by a new subdivision.
2. Lot dimensions, including lot widths measured in accordance with Section 400.623.
3. The location of all buildings and freestanding signs on the lot, as well as distances each is set back from roads, streets and property lines.
4. Principal side(s) building elevations for typical units of new buildings or exterior remodeling of existing buildings, showing building heights (see Section 400.628) and proposed wall sign or window sign area.
5. The location and dimensions of all recreational areas provided in accordance with Article XIII, with each area designated as to type of use.
6. Areas intended to remain as usable open space. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or remain privately owned.
7. Streets, labeled by classification (see Section 400.690) and street name, showing whether curb and gutter or shoulders and swales are to be provided and indicating paved widths. Private roads in minor subdivisions shall also be clearly identified and named.

UNIFIED LAND USE REGULATIONS

8. Other stormwater or drainage facilities, including manholes, pipes, drainage ditches, retention ponds, etc.
9. Sidewalks and other walkways, if applicable, showing widths and surface material.
10. Bridges.
11. Outdoor illumination, where required, with lighting fixtures sufficiently identified to demonstrate compliance with Section 400.770.
12. Underground utility lines, including water, sewer, electric power, telephone, gas and cable television. Water and sewer pipeline signs shall be labeled.
13. Aboveground utility lines and other facilities.
14. Fire hydrants.
15. Dumpsters.
16. New contour lines resulting from earth movement (shown as dotted lines) with no larger than ten (10) foot contour intervals, or as may be required to determine surface water drainage patterns.
17. Vehicle accommodation areas (including parking areas, loading areas, circulation areas and types of surfaces) showing the layout of existing parking spaces and direction of travel lanes, aisles or driveways.
18. Proposed plantings or construction of other devices to comply with the screening requirements of Article XIX. Plans shall label shrubbery by common or scientific name, show the distance between plants and indicate the height at the time of planting and expected mature height and width. Plans shall label trees by common or scientific name, show the circles of the mature crowns (major trees shall be drawn at diameter = 30 feet; dwarf or decorative trees shall be drawn at their actual mature crown) and indicate the height at the time of planting and the expected mature height.
19. Scale drawings of all signs requiring permits pursuant to Article XVII, together with an indication of the location and dimensions of all such signs.

A-7: DOCUMENTS AND WRITTEN INFORMATION IN ADDITION TO PLANS

In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided. The following is a representative list of the types of information or documents that may be requested:

1. Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested or is the duly appointed agent of such a person. In the first (1st) case, a general warranty deed or

SULLIVAN CITY CODE

quit claim deed shall be required, and in the second (2nd) case, a duly verified affidavit shall suffice.

2. Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development, as set forth in Article XV, and that all necessary easements have been provided.
3. Detailed description of play apparatus or other recreational facilities to be provided in miniparks.
4. Legal documentation establishing homeowners' associations or other legal entities responsible for control over required common areas and facilities.
5. Bonds, letters of credit or other surety device as required by these regulations.
6. Complete documentation justifying any requested deviation from specific requirements established by these regulations as presumptively satisfying design standards.
7. Written evidence of permission to use satellite parking spaces under the control of a person other than the developer when such spaces are allowed pursuant to Section 400.910.
8. Written evidence of good faith efforts to acquire satellite parking spaces under the circumstances set forth in Section 400.913.
9. Verification that 4.000 classification uses being proposed will meet the performance standards set forth in Article XI, Part 2. Such verification shall be made by a registered engineer or other qualified expert unless it is utterly apparent from the nature of the proposed development that such expert verification is unnecessary.
10. Time schedules for the completion of phases in staged development as required by Section 400.280.
11. The environmental impact of a proposed development, including its effect on historically significant or ecologically fragile or important areas and its impact on pedestrian or traffic safety and/or congestion.

A-8: ENGINEER'S REPORT

When a major subdivision is being proposed, the following items are to be addressed in a report signed and sealed by a registered engineer and submitted with the preliminary plat.

1. Stormwater drainage.
 - a. Drainage basin map showing site boundary, on-site drainage areas and upstream off-site drainage areas.

UNIFIED LAND USE REGULATIONS

- b. Drainage area and estimated peak flow for each off-site drainage area draining onto the site. Peak flow shall be estimated assuming fully developed conditions in the drainage basin according to the current Zoning Map.
 - c. Map showing soil types and indicating the hydrological soil type if available.
 - d. Schematic layout of the proposed stormwater drainage system.
 - e. Schematic layout of sediment and erosion control measures for developments greater than one (1) acre.
 - f. Existing FEMA floodplain boundaries.
 - g. Sufficient information to demonstrate that the proposed drainage easements and street rights-of-way are adequate to contain runoff from a one percent (1%) AEP (100-year storm).
 - h. Location and size of drainage structures or constrictions located within five hundred (500) feet downstream of the site and the location and size of structures greater than five hundred (500) feet from the site may be required if they can be reasonably expected to affect the site.
 - i. Detention.
 - (1) Identify downstream areas with flooding problems (to a point where additional runoff from the development will no longer be expected to have significant impact).
 - (2) Location of proposed detention facilities.
 - (3) Location of discharge points.
 - (4) Preliminary storage volume computations.
2. Water supply and supplier.
- a. State the quantity and approximate flow rate available.
 - b. State the effect that the new users will have on the existing system. State if fire flow is available.
3. Gas supply and supplier.
4. Electrical supply and supplier.
- a. State the size of the existing electrical service available.
 - b. State the effect the new users will have on the existing system.

SULLIVAN CITY CODE

5. Wastewater disposal.
 - a. Map showing the site boundary and downstream wastewater collection system. The map shall include the line size, type and slope.
 - b. The estimated peak hourly flow rate of the existing users and the proposed development. The peak hourly flow rate shall consider the following factors:
 - (1) Maximum hourly quantity of sewage.
 - (2) Additional sewage volume or waste from industrial plants.
 - (3) Ground water infiltration.
 - c. The estimated peak hour flow rate shall be calculated by:
 - (1) Per capita flow. The maximum hourly flow shall be based on Missouri Department of Natural Resources' standards for the average daily per capita flow of sewage. In no case shall the average daily per capita flow be less than one hundred (100) gallons per day. This figure is assumed to cover normal infiltration, but an additional allowance should be made where ground conditions are known to be unfavorable and industrial wastes are present.
 - (2) Alternate method. When deviations from the foregoing per capita rates are warranted, a brief description of the proposed procedure to be used for the flow rates shall be included. The Engineering Department recommends two thousand five hundred (2,500) to three thousand (3,000) G.P.D. (per acre) for single-family gross area exclusive of sewage or other waste from industrial plants.
 - d. The study area shall include the wastewater collection system downstream of the proposed development to a point where the proposed development will no longer be expected to have an impact.
6. Traffic analysis street capacity.
 - a. Traffic counts for each outlet from the proposed development in vehicles per day must be stated.
 - b. The types of traffic expected and the effects on the existing roads must be described.
 - c. The traffic investigation must extend from the development to the nearest arterial. Existing traffic counts may be estimated from a study of the area served by the subject road or by actually counting vehicles consistent with good engineering practice.

UNIFIED LAND USE REGULATIONS

- d. The proposed and existing road system must be evaluated as to its capacity. Off-site improvements may be suggested by the Planning and Zoning Commission depending on the effects that additional traffic from the development will have on the existing adjacent road system.
- e. Each proposed street must be listed by name and classification. The proposed right-of-way and design specifications must also be listed.

A-9: NUMBER OF COPIES OF PLANS AND DOCUMENTS

With respect to all plans and other documents required by this appendix, the developer shall submit the number of copies that the appropriate Section of these regulations shall specify to expedite the review process and to provide necessary permanent records. In the absence of a specified amount, the planning staff will provide guidance to the developer.