1003.179 Site Plan Review Procedure.

1. The requirements of this section shall apply to the review of plans where one or more buildings are to be erected on a single lot, excepting the following:

   (1) Developments conditioned by Planned District or Special Procedure Permit.
   (2) Single-family residential detached dwellings, including associated garages.
   (3) Non-residential buildings less than 1,000 square feet in gross floor area.
   (4) Additions to existing non-residential buildings when the addition is less than ten (10) percent of the existing building’s gross floor area, the addition does not exceed 5,000 square feet, no new curb cuts are required, and where new construction does not reduce existing parking or significantly modify existing on-site circulation as determined by the Director of Planning.
   (5) Enclosed stairwells.
   (6) Canopies constructed over existing walkways, loading docks or pump islands, where new construction does not reduce existing parking or significantly modify existing on-site circulation, as determined by the Director of Planning.

2. Site Plans shall be reviewed and approved by the Departments of Highways and Traffic, Planning, and Public Works in accord with the following:

   (1) Compliance of the site plan with Zoning Ordinance requirements shall be established by the Zoning Enforcement Officer of St. Louis County.
   (2) The Department of Highways and Traffic shall review and approve the right-of-way, pavement required, curb cuts, and other design features of abutting public streets or private or new streets, other than multiple family access drives within the development connecting the development with a major street or streets. Additional streets may be required for the public health, safety and welfare, when determined necessary by the Director of Highways and Traffic. On such streets, the Department of Highways and Traffic shall determine the requirements for rights-of-way, street width, width of curb cuts, street trees, sidewalks, and any other improvements in adjacent rights-of-way where not covered by Chapter 1005, The Subdivision Ordinance of St. Louis County.

   The Department of Highways and Traffic shall review and approve the plans for conceptual compliance with the various codes and ordinances relating to grading, drainage, silt control, storm sewer services, stormwater quality control measures, stream buffer areas, flood plain (as it affects the development), and other applicable requirements. (O.No. 23553 - Adopted 3/31/08).

   At such times as a development is proposed adjacent to a street that is accepted and maintained by St. Louis County, that street shall be improved in accordance with the St. Louis County Standards and the cost of improvement of and the dedication of half of the right-of-way adjacent to the proposed development shall be included in the overall development improvements.

   (3) The Department of Planning shall review and approve the internal traffic and pedestrian circulation system, landscaping, parking areas, and additional characteristics of site design, as deemed appropriate. Landscaping may include re-contouring, building of earth berms, vegetative covering, screening or other material alteration of the site as deemed appropriate to enhance areas outside the public right-of-way or to preserve the integrity of adjacent properties. Internal circulation shall include the location, nature, extent, construction and design of internal driveway lanes (including multiple family access streets), parking lots, driveways to or through parking lots, and any other facilities that provide vehicular access to buildings, structures, and improvements upon a given lot or tract.

   (4) The Department of Public Works shall review and approve the plans for conceptual compliance with the various codes and ordinances relating to sanitary sewer laterals and other applicable
requirements of the Building and Plumbing Codes.

3. **For a site plan to be accepted for review, the following information shall be either placed on the site plan or on a separate sheet accompanying the plan:**

   (1) Location map, north arrow, and plan scale.
   (2) Zoning district, subdivision name, lot number, dimensions and area, and zoning of adjacent parcels where different than site.
   (3) Name, address, and telephone number of the person or firm submitting the plan and the person or firm who desires the review comments forwarded to them.
   (4) Proposed use of the building and its construction type and distance from adjacent property lines.
   (5) Off-street parking spaces, required and proposed, including the number, size, and location of those designated for the handicapped.
   (6) Type of sanitary sewage treatment and stormwater drainage facilities, including retention ponds.
   (7) Dimensions of existing and proposed roadway pavement and right-of-way width for streets abutting the site.
   (8) Existing and proposed landscaping, including name and size of plant material.
   (9) Existing and proposed contour lines or elevations based on mean sea level datum, unless otherwise waived by the Department of Planning.
   (10) Location and size of existing and proposed freestanding signs.
   (11) Location and identification of all easements (existing and proposed).
   (12) Location and height of all light poles.
   (13) Overall dimensions of all buildings and the gross floor area of each building.
   (14) Approximate location of any stormwater detention facilities, sink holes and springs, silt berms, ponds and other silt control facilities.
   (15) Location of stormwater quality control measures. (O.No. 23553 - Adopted 3/31/08).
   (16) Stream buffer areas. (O.No. 23553 - Adopted 3/31/08).

   Additional information to be placed on the site plan beyond the requirements listed above may be requested based on a joint review of the plans by authorized departmental representatives of St. Louis County.

4. **Upon verification of compliance with the site plan requirements stated in Subsection 3, the plan shall be reviewed at the next regularly scheduled Site Plan Review meeting. Joint review of the plans by the Departments listed in Subsection 2 shall occur weekly at a time agreed upon by the departments concerned. Within five (5) calendar days of the meeting date, a letter shall be forwarded to the person or firm submitting the plan stating the comments of the reviewing departments. Thirty (30) days from the date on the comment letter, revised plans addressing the listed comments shall be submitted for further review. If revised plans are not submitted within the specified time limit, review of the site plan will be terminated.**

5. **The requirements for Site Plan Review contained in this section shall apply as the minimum requirements. Additional requirements may be stated, as necessary, and written into a policy memorandum.**

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**1003.180 Special Procedures.**

In order to provide for uses that require particular consideration in each case because of the nature of the use and its effect on its surroundings or the community, and in order to provide the maximum flexibility in the site planning of uses and reasonable modification in uses in appropriate circumstances, all consistent with the public health, safety, and general welfare of St. Louis County and good planning practice, the following procedures are established.