



Jefferson County Planning Division
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 Hillsboro, MO 63050
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 www.jeffcomo.org

DEVELOPMENT PLAN APPLICATION

Development Name _____
 Location _____
 Parcel Number(s) _____

File No. _____
Date _____

Developer/Applicant's Name _____
 Address _____
 Phone _____
 Email _____

Design Professional _____
 Address _____
 Phone _____
 Email _____

Date of Pre-application Meeting _____

Existing Zone District _____ Proposed Zone District _____ Uses _____

No. of Lots _____ Acres _____ Acres to be Rezoned _____

Township _____ Council District _____ Proof of Ownership _____

Development Plan Accepted Yes No Trip Generation _____

P&Z Meeting Date _____ @ 6:30 PM C. C. Meeting Date _____ @ 6:30 PM

Modifications*: _____
*Modifications not properly requested and identified will not be considered and may result in a recommendation of denial based on the development plan not meeting minimum UDO requirements.

Filing Fees

\$500.00 Development Plan Filing Fee

\$ _____ Mailing Fee (# of Notifications* _____ x \$2.00)
* All Property Owners within 600 feet

\$ _____ Total (Due at time plan received)

Check No. _____
 Receipt No. _____

Applicant's Signature _____ Date _____

Planner's Signature _____ Date _____

APPLICATION DISCLAIMER

File No. _____

I, the undersigned, have reviewed the attached information and found it to be correct. I also understand that the above items are required for my application to be considered complete and for it to be scheduled on the agenda for the Planning and Zoning Commission and the County Commission.

Applicant's Signature

Date

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I, _____, am the owner of the attached referenced property and do hereby give my permission to _____ to be my agent and represent me in requesting a Zone Change, Conditional Use, or Development Plan approval for that property. I have read the attached information regarding the property and find it to be correct.

Owner's Signature

Date

DEVELOPMENT PLAN CHECKLIST

- _____ 1. Name of the development and date submitted;
- _____ 2. North arrow, and scale not to exceed 1:100;
- _____ 3. Parcel numbers of the property;
- _____ 4. Small key map with north arrow indicating the location of the property within the County;
- _____ 5. Name, address and telephone number of the applicant and the name, address and telephone number of the landowner if different than the applicant;
- _____ 6. Name, address and telephone number of the certified professional who prepared, or is responsible for preparing, the plan. When a development plan is required and the petitioner is proposing a land use in an existing building or expanding the existing building by either fifty (50) percent or three thousand (3,000) square feet, whichever is more restrictive, the development plan does not need to be submitted by a certified professional;
- _____ 7. Property lines with distances and bearings;
- _____ 8. Any land areas within the floodway and 100-year floodplain, from the FEMA maps or better, on and within two hundred (200) feet of the site;
- _____ 9. Existing grades or contours, from the USGS maps or other maps available to the applicant with the most detail for the area or better, for the entire site and within two hundred (200) feet of the site;
- _____ 10. Identify all existing lots, buildings and structures, public and private rights-of-way, access drives, utility and roadway easements, wet or wet-weather watercourses, and other significant physical features for the entire site and within two hundred (200) feet of the site;
- _____ 11. Approximate location, dimension and area in square feet of all proposed buildings, structures, and lot arrangements, wherever applicable;
- _____ 12. Proposed general uses of all buildings, structures and lots, whenever applicable, if known;
- _____ 13. Approximate location of proposed streets;

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- _____ 14. Approximate location of proposed roadway and utility easements;
- _____ 15. Approximate location and dimension of all parking areas, drives, sidewalks/pedestrian ways;
- _____ 16. Common open space and other amenities as contained in Article VII;
- _____ 17. Proposed maximum number of units, density, lot sizes and type (s) of uses;
- _____ 18. Location, massing and pattern of existing and proposed screening, buffering and landscaping as described in Article XIV of the UDO;
- _____ 19. A phasing plan, if known. The applicant may modify the phasing plan at its sole discretion, provided however, the County is promptly notified of such modifications;
- _____ 20. Modifications, if requested shall be identified on **both** the development plan and this Application. A statement explaining the need for modification of the applicable zoning district regulations, if any, as such modification is permitted pursuant to Section 400.1390 of the UDO, shall be submitted in support of the application for the development plan approval. **Modifications not properly requested and identified will not be considered and may result in a recommendation of denial based on the development plan not meeting minimum UDO requirements.**
- _____ 21. Developments with 100 or more lots require submission of a comprehensive traffic study that determines the effects of the proposed development on the street/highway system.

Criteria for considering applications.

In considering any application for any rezoning, conditional use permit, conceptual development plan, or preliminary development plan, the Planning Commission and the County Council may give consideration to the criteria stated below; to the extent they are pertinent to the particular application. The Planning Commission and County Council may also consider other factors that may be relevant to a particular application.

1. The character of the neighborhood.
2. The existing and any proposed zoning and uses of adjacent properties, and the extent to which the proposed use is compatible with the adjacent zoning and uses.
3. The extent to which the proposed use facilitates the adequate provision of transportation, water, sewerage, schools, parks and other public requirements.
4. The suitability of the property for the uses to which it has been restricted under the applicable zoning district regulations.
5. The length of time, if any, the property has remained vacant as zoned.
6. The extent to which the proposed use will negatively affect the character of the property and neighboring property.
7. The extent to which the proposed use will seriously injure the appropriate use of, or detrimentally affect, neighboring property.
8. The extent to which the proposed use will adversely affect the capacity or safety of the portions of the street network impacted by the use, or present parking problems in the vicinity of the property.
9. The extent to which the proposed use will address and conserve the natural resources of the site, effectively manage storm water runoff, and prevent air, water, and noise pollution and conserve habitat.
10. The impact the proposed use has on achieving the goal of economic diversity in the community.
11. The ability of the applicant to satisfy any requirements applicable to the specific use imposed pursuant to this UDO.

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12. The extent to which public facilities and services are available and adequate to meet the demand for facilities and services generated by the proposed use.
13. The gain, if any, to the public health, safety and welfare due to approval of the application as compared to the hardship imposed upon the landowner, if any, as a result of denial of the application.
14. The conformance of the proposed use to the Official Master Plan and other adopted planning policies.
15. The analysis by professional staff.