Instructions for Filing
Application for a Conditional Use Permit/Site Plan Review

1. The Planning and Zoning Commission meets on the second Wednesday of each month at 7:00 p.m. at Brentwood City Hall in the Aldermanic Chambers.

2. The Petitioner or authorized representative should attend the Planning and Zoning Commission meeting to address any questions regarding the petition.

3. The filing deadline is the last Wednesday of each month. Incomplete applications may be delayed or postponed.

4. The Petitioner must submit the following:
   - Completed application for Conditional Use Permit/Site Plan Review
   - 20 copies of legal description
   - 20 folded copies of the site plan
   - 20 copies of the application
   - Conditional use permit application fee ($100)

5. The site plan shall be drawn and certified or sealed by a licensed professional architect or engineer and shall be drawn accurately to line and scale.

6. Upon review and a recommendation by the Planning and Zoning Commission, the petition will be forwarded to the Board of Aldermen for a public hearing. The public hearing must be advertised no less than 10 days in advance and notification given to all property owners within 300 feet is required.

7. All conditional use permits are subject to approval by the Board of Aldermen. Specific conditions may be included as a condition of approval.

8. Any conditional use permit approved by the Board of Aldermen may be revoked at any time upon a finding that the permitted conditional use will, or has, become unsuitable or incompatible in its approved located as a result of any nuisance or activity generated by the use, or as the result of either an instant or continual violation of the terms and conditions of the original conditional use permit approval.

9. If you need additional assistance, please contact the Director of Planning & Development at (314) 963-8629.
Application for a
Conditional Use Permit/Site Plan Review

Petitioner Information
Petitioner name: _____________________________________
Email: ________________________________________________
Address: ____________________________________________
Phone: ___________________ Alt. phone: ________________
Fax: _____________________

Authorized agent for petitioner: __________________________
Email: ________________________________________________
Address: ____________________________________________
Phone: ___________________ Alt. phone: ________________
Fax: _____________________

Property owner name (if different): __________________________
Email: ________________________________________________
Address: ____________________________________________
Phone: ___________________ Alt. phone: ________________
Fax: _____________________

SITE INFORMATION
Address: ____________________________________________
Locator number: ____________ Zoning district: __________ Acres/square feet: __________

Present use: _____________________________ Proposed use: _____________________________

Legal description (may be attached):
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

PROPOSED PROJECT
What is the proposed conditional use? ____________________________________________________

__________________________________________________________________________________

Hours of operation: ___________________ Days of week: [ ] M [ ] T [ ] W [ ] TH [ ] F [ ] S [ ] SU # Employees: _________

Delivery Information: Time(s): __________________ Type(s): ___________________________

Restaurants Only
Dine-in [ ] Carry-out [ ] Will a liquor license be requested? Yes [ ] No [ ]

Gross floor area (GFA)
Existing: ______________ s.f.
Additional proposed: ______________ s.f.
Total proposed: ______________ s.f.

Parking spaces: Existing: __________ Additional proposed: ________ Total proposed: __________

Loading space(s): Existing: __________ Additional proposed: ________ Total proposed: __________
Calculation based on (from Section 25-289, schedule of required parking spaces, Brentwood Zoning Code):

Site Coverage
% of site coverage before development: _______________
% of site coverage after development: _______________
Are you requesting a site coverage bonus? _______________

Please describe any outstanding landscape and/or site plan features proposed in exchange for bonus:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please provide complete responses to the following questions. You may attach additional sheets if needed.

Describe in general terms the nature and operation of the proposed conditional use: ________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How will the proposed conditional use impact the immediate neighborhood? ________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How will the proposed conditional use be served adequately by public utilities? ________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What impact will the proposed conditional use have on public services such as police and fire protection? ________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Describe how the proposed conditional use will impact traffic: ________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The undersigned hereby represents upon all the penalties of the law, for the purpose of inducing the city of Brentwood, Missouri to take herein requested, that all statements herein are true in that all work herein mentioned with shall be done in accordance with the ordinances of the city of Brentwood.

Date ______________ Signature of Applicant (Print Name) ______________

Date ______________ Signature of Owner (Print Name) ______________
SITE PLAN REVIEW CHECK LIST

_______ Twenty copies of site plan application
_______ Twenty folded copies site plan
_______ $100 application fee

Required Site Plan Information

_______ A site location diagram indicating the site in relation to the surrounding streets and the city’s major street network.

_______ Title block and reference information, including:
  • Name of project
  • Name of property owner
  • Name of applicant/developer
  • Name of architect/engineer
  • Scale, both numerical and graphical
  • Date of submission with provision for dating revisions

_______ Site dimensions: Show dimensions of site perimeter, applicable zoning setback lines, site area in square feet and access.

_______ Site surroundings: Indicate the property lines, ownership, and location of all buildings occupying and property abutting subject property or location within a distance of three hundred (300) feet from the perimeter of the site.

_______ Easements and restrictions: Indicate the location and nature of easements, zoning boundaries or other restrictions or limitations on the use of the subject site.

_______ Site topography: Provide existing and proposed contours at intervals of two (2) feet or less.

_______ Building location, size and sitting: Outline the dimensions from the property lines the “foot print” of all buildings (including location of dumpsters and waste disposal areas). All building extensions or projections beyond the primary façade should be drawn with dotted lines. Indicate building perimeter dimensions and heights.

_______ Parking layout and driveways: Include notation of parking stall size, aisle and driveway widths, and number of cars in each row of parking spaces.

_______ Landscaping plan: Describe existing and proposed landscape material by size and species along with related site improvements such as retaining walls, walkways, plazas, etc. Preliminary submission should show generalized massing of major existing tree groups and approximate location of all trees over nine-inch caliper and indicate whether to remain or to be removed. The final plan should locate all trees over six-inch caliper and indicate which are to remain and which are to be removed as well as accurately describe the size, type and location of all planned plant material.

_______ Utilities: Indicate provision for or access to major utilities including water, storm sewers, sanitary sewers, gas and electricity.

_______ Stormwater management and erosion control: Indicate provisions to be made to direct and detain stormwater on site in accordance with applicable city regulations and to mitigate erosion both during and following completion of construction.

_______ Lighting plan: Indicate the location of light standards along with both a graphic and catalog reference describing the proposed standards.

_______ Development data: Indicate in tabular form on the site plan the following:
  • Site area in square feet and acres
  • Gross building floor area in square feet
  • Gross floor area, GFA, square feet
  • Floor area ratio (3/1)
  • Building coverage (building “foot print”/1)
  • Site coverage (6 + parking & driveway areas/1)
- Parking spaces required
- Parking spaces provided
- Existing and proposed zoning

Flood plain information relating to the location of the 100 year flood plain.

Any additional information that is deemed by the Planning Commission to be reasonably necessary to adequately evaluate the proposed use or activity and its effects on the City, including, without limitation, additional studies (e.g. traffic impact analysis, impacts on natural features and drainage, soil tests), graphics (e.g. aerial photography), or written materials.

**Additional Information to all Site Plan Review Applicants**

1. The site plan shall be drawn and certified or sealed by a licensed professional architect or engineer.

2. The site plan must be drawn to scale and with reasonable accuracy.

3. During site plan review, the applicant will be asked to provide architectural elevations of any building additional or new buildings. This includes material and color samples. Building profiles and exterior materials shall be shown by elevation and/or section drawings. While these architectural schematics should be drawn to scale, they may be drawn freehand if accurately and skillfully executed.

4. Sit-down, carry-out, and fast food restaurants must submit a floor plan of the restaurant as well. This is to help determine parking, by considering the floor plan of the restaurant.

5. Flood plain information relating to the location of the 100-year flood plain and if a flood plain exists on the property.

6. Please contact the Director of Planning and Development at 963-8629 with additional questions.