

City of Ozark, Missouri

Planning & Development



P.O. Box 295
Ozark, MO 65721

Fax: 417 581-0353
Phone: 417 581-2407

ADMINISTRATIVE SITE PLAN APPROVAL PROCESS

REQUIRED INFORMATION:

- Application Form
- Legal Description of Property and Street Address
- Submit 2 (24x36) and 1 (11X17) copies of site plan of property.

Procedures:

Administrative Approval: Applications must be submitted by the end of the business day on each Monday in order to be reviewed the following Tuesday morning. Applications submitted later than Monday will be reviewed the following week. After staff review is completed the Director of Planning and Development shall have **10 business days** to make a determination. If additional information and/or drawing revisions are required, the applicant will be notified.

Administrative Denial: If The Commission's representative(s) find that the criteria for approval cannot be met, these representatives shall deny the applicant's request.

Appeal and/or Variance: If an applicant wishes to appeal the representative's decision he/she may do so by following the city's appeal procedures. If the applicant must obtain a variance in order to receive an administrative approval, he/she may do so by following the city's variance procedures.

Requirements:

The design and requirements of water, sanitary sewer, storm water, sediment/erosion control, streets and all other infrastructures will be evaluated during the construction drawing reviews. It is the design professional's responsibility to ensure that the site plan will comply with the latest edition of the City of Ozark's Design Standards and Standard Details for Public Improvements. These documents are available on the City of Ozark's web site at www.ozarkmissouri.com.

The Site Plan shall clearly show the following features and information:

1. *Name:* The proposed name of the development.
2. *Owner of Record:* The names and addresses of the owner or owners of record and the names and addresses of the applicant, the developer, and the engineer or surveyor.
3. *Street Address:* The address of the location.
4. *Legal Description:* Including Section, Township and Range or Subdivision name and lot number.
5. *Boundary Lines:* The boundary lines, accurate in scale, of the tract or lot to be developed.
6. *Sidewalks.*
7. *Proposed Site Layout:* The location of all proposed buildings, parking lots and spaces, sidewalks, greenspace, playgrounds or recreational areas, fire lanes, exterior lighting, trash receptacles, fencing and all other major features of the development.
8. *Facilities:* Size, use and arrangement of all proposed buildings showing: floor area and total square feet.
9. *Setbacks:* Proposed setbacks of Buildings from Property Lines and any channels.
10. *Streets and Proposed Access Points:* The location, widths, and names of all existing or platted right-of-ways, streets, or other public and/or private ways within or adjacent to the tract. The nearest existing highways or thoroughfares, streets and alleys in neighboring subdivisions or unplatted property.
11. *Circulation:* General location and approximate dimensions of all vehicular and pedestrian circulation elements, including streets, driveways, entrances, curb cuts, parking areas, loading areas, sidewalks.
12. *Other Important Features:* Existing permanent building, large trees, watercourses, railroad lines, etc.
13. *Zoning Classification and Present Use.*
14. *Open Spaces:* Location, designation and total area of all usable open spaces.
15. *Existing & Proposed Utilities:* Location and size of existing sewer and water mains on and adjacent to the site, location of fire hydrants, Natural Gas mains, Electric and Telephone lines, culverts and other underground structures within the tract and immediately adjacent thereto. Existing and proposed storm water or other drainage facilities, including size and dimensions, all proposed and/or existing easements.
16. *Signs:* The location, size, and arrangement of all proposed outdoor signs.
16. *North Arrow, Scale, etc.:* A North-Arrow and basis of bearings, drawing scale, date, and the name and title of the individual who prepared the Site Plan.
17. *Landscaping plan:* (See Chapter 404 of the City's Code of Ordinances.

This sheet is provided for informational use only. It has been taken from the City of Ozark Planning & Zoning Regulations and Building Regulations. If any errors, omissions, or conflicts exist on this informational sheet the original regulation is the correct source to rely on for compliance.

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APPLICATION FOR ADMINISTRATIVE SITE PLAN APPROVAL

FEES

A Two Hundred Twenty-Five Dollars (\$225.00) fee shall be paid for each application to cover the costs of processing and other administrative expenses.

LOCATION OF PROPERTY

Street Address _____

Subdivision _____

Lot Size _____ Square Feet/Acres Lot # _____

CURRENT USE

Current Zoning _____

Current Use _____

Conforming or Non-Conforming _____

PROPOSED LAND USE

Proposed Use _____

Proposed Name _____

Streets Connecting to Property _____

Will any new streets connect to the property? _____

IDENTIFICATION

Owner name & Address _____ Telephone/Fax Number _____

If Corporation, Owners' Names _____

Contact Person _____ Telephone _____

Engineer Company & Contact Person _____ Telephone _____

WHERE DO WE FAX STAFF COMMENTS?

Name Telephone/Fax Number

Name Telephone/Fax Number

The Applicants shall be responsible for the cost of all third party reviews. This shall include, but not limited to storm water reviews, traffic reviews and etc. The City of Ozark will be the sole determiner of the requirements for these reviews. The City of Ozark will issue and track invoices for these costs.

To the best of my knowledge and belief, information contained in this application is true and correct. I understand that should any of the foregoing information prove to be materially false, my application can be denied.

Owner Signature Date

Owner Signature Date

Applicant Signature (If different from above) Date