



# VILLAGE OF TWIN OAKS

1393 Big Bend Road, Suite F • Twin Oaks, MO 63021  
(636) 225-7873 • fax (636) 225-6547 • [www.vil.twin-oaks.mo.us](http://www.vil.twin-oaks.mo.us)

## “C” COMMERCIAL DISTRICT APPLICATION FOR FINAL DEVELOPMENT PLAN

*The final development plan application constitutes a petition to allow a more flexible but detailed plan. **Eighteen (18) copies** of the final development plan shall be submitted, and shall be accompanied by all general application requirements, including an initial \$650.00 application fee. The Village may require the applicant to deposit additional funds for expenses incurred, but not limited to, costs of title research, surveys, legal and engineering review, cost of traffic and planning or other consultants employed by the village, publication expenses, expenses or notifications to adjoining property owners, expenses of hearings, court reporting, if requested by either the Village or the applicant. The Village office must receive the additional application fees within seven (7) days of notification. (Please type or print in ink below.)*

### INFORMATION CONCERNING APPLICANT:

**Business/Site Name:** \_\_\_\_\_

**Location/Address:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

Title of Officer for above Applicant (if a corporation or other legal entity): \_\_\_\_\_

Officer Full Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Fax #: \_\_\_\_\_

**Name of Property Owner:** \_\_\_\_\_

Owner Full Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Fax #: \_\_\_\_\_

**Name of Developer:** \_\_\_\_\_

Developer Full Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Fax #: \_\_\_\_\_

**Name of Architect and/or Engineer:** \_\_\_\_\_

### FINAL DEVELOPMENT PLAN SUBMISSION REQUIREMENTS:

*The final development plan shall include all information on the approved preliminary development plan, any and all conditions imposed by the Board of Trustees on approval of the preliminary development plan together with the following:*

- Finished grades or contours for the entire site (five (5) or two (2) foot contour intervals may be required by the Village depending on the site).
- All proposed and existing adjacent public street rights-of-way with centerline location.
- All proposed and existing adjacent public street and public drive locations, widths, curb cuts and radii.
- Location, width and limits of all existing and proposed sidewalks.
- Location, size and radii of all existing and proposed median breaks and turning lanes.

- Distance between all buildings, between buildings and property lines, and between all parking areas and property lines.
- Location of all required building and parking setbacks.
- Location, dimensions, number of stories and area in square feet of all proposed buildings.
- Area of land on plan in square feet or acres.
- Limits, location, size and materials to be used in all proposed retaining walls.
- Location and dimensions of all driveways, parking lots, parking spaces, aisles, loading and service areas and docks.
- Location, height, intensity and type of outside lighting fixtures for buildings and parking lots.
- Location, size, and type of material of all proposed monument or freestanding signs.
- Location of adjacent developments, alignment and location of public and private driveways and streets, medians, and public and semi-public easements.
- Final storm water collection, detention and erosion control plans.
- Final analysis of the capacity of the existing sanitary sewer receiving system.
- Final water and sanitary sewer plans.
- Final written approval from all interested jurisdictions, including MSD and Valley Park Fire District or West County Fire District, as applicable.
- Final landscaping and natural resources protection plans.

**NOTE:** *At least one (1) copy of the proposed final development plan, building elevations and landscaping, screening and planting and buffer strip plans shall be reduced onto eight and one-half (8 1/2) inch by eleven (11) inch bond paper.*

**Also submitted with the Final Development Plan are (check ✓ all that are included):**

- One (1) or more illustrations showing building elevations including elevations of all sides of proposed buildings including notation indicating building materials and colors to be used on exteriors and roofs, dimensions and areas of all floors within the proposed buildings. Size, location, color and materials of all signs to be attached to building exteriors. Location, size and materials to be used in all screening of rooftop mechanical equipment. Building sections.
- One (1) or more illustrations showing landscaping and buffer strip plans.
- Deeds of dedication for all rights-of-way or easements required as a result of preliminary development plan approval, if conveyance thereof is not to be made by plat or by the filing of the final development plan.
- A copy of all covenants and restrictions applicable to the development, if required by the terms of the preliminary development plan.
- Evidence of the establishment of the agency for the ownership and maintenance of any common open space and all assurances of the financial and administrative ability of such agency, if required by the terms of the approved preliminary development plan.
- Approved request for master common signage plan containing all materials submitted to and approved by the Board of Trustees.

**Representation Concerning Authority & Compliance With Laws**

I am authorized by the applicant to sign on his/her/its behalf and have read this application in its entirety. The information contained herein is true, and correct and complete to the best of my knowledge, information and belief. I hereby represent on behalf of applicant that the business(es) conducted by applicant and/or which are the subject of this application do not and will not violate any ordinance of the Village of Twin Oaks and now comply and/or will continue to comply fully with the laws of the State of Missouri. Applicant acknowledges that failure to truthfully complete this application or failure to comply with all laws may result in revocation of relevant approvals or permits.

\_\_\_\_\_  
Signature of Principal/Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**Verification by Owner and Tenant(s)**

If the application is on behalf of a tenant for property owned by a person or entity other than the tenant, the owner must verify that the owner has read the application and consents to its review and possible approval by the Village. If the application is submitted by the owner only, tenants need not sign the application.

The undersigned hereby acknowledges that she or he has read the application, understands that the application seeks approval of a final development plan for the property, and consents to its submission for Village review and possible approval.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

If more than one tenant is applying, please attach all tenants' signatures on a separate sheet.

\* \* \* \* \* **FOR OFFICE USE ONLY** \* \* \* \* \*

**Application Fees: \$650.00**

Date of Board of Trustees' Decision: \_\_\_\_\_

Approved

Disapproved

Amount Paid: \$ \_\_\_\_\_

Cash/Check #: \_\_\_\_\_

Date Rec'd: \_\_\_\_\_