



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

“C” COMMERCIAL DISTRICT LIMITED DEVELOPMENT PLAN PROCESS

Step 1

Applicant files 18 copies of complete* application for limited development plan approval with Village Administrator

[*All required items must be affirmatively addressed. Required items which are not applicable must be noted as such on the application-See attached checklist.]

[Submittal must be made not less than 15 days prior to the date of the next scheduled meeting of Board of Trustees]

Step 1A

(at Board of Trustees' discretion)

Board of Trustees may (but need not) refer application for limited development plan approval to Planning and Zoning Commission for study, review and report

Step 1B

(at Board of Trustees' discretion)

If referred by Board of Trustees, **Planning and Zoning Commission** reviews application for limited development plan approval and recommends to Board of Trustees that:

1. Approval be granted;
2. Approval be granted with conditions; or
3. Application be denied

Board of Trustees Receives Planning and Zoning Commission recommendations (if referred to P&Z). Reviews application for limited development plan approval.

Step 2

Village Administrator schedules public hearing and directs publication of notice

[requires minimum 15 days prior notice in newspaper]

Board of Trustees conducts Public Hearing and receives comments on proposed limited development plan

Step 3

Board of Trustees, upon conclusion of Public Hearing, may approve limited development plan with or without conditions by ordinance

Step 4

Applicant records copy of limited development plan with St. Louis County Recorder of Deeds

[must occur within 60 days of date of approval by ordinance]

Limited Development Plan valid for 12 months from date of approval

REQUIRED FOR:

- Changes in permitted uses (but not changes of ownership or tenancies);
- Expansions of existing buildings (where expansion is greater than 10% of existing floor area);
- Any site alteration, expansion or modification which **does not**:
 - change existing vehicle drive aisles or site access
 - result in more than 1 curb cut; or
 - include a motor vehicle oriented business

LIMITED DEVELOPMENT PLAN INFORMATION SUBMITTAL REQUIREMENTS:

- Sketch plan of site (may be hand drawn) depicting building location, lot arrangement, proposed landscaping, exterior improvements, signage types
- Floor area of existing and proposed uses
- Description of proposed uses, types of products sold/service provided, hours of operation, maximum employees, parking needs, proposed date to begin use, existing uses/tenants, adjacent uses
- St. Louis County licensing requirements (if any)
- Improvement(s) details