VILLAGE OF TWIN OAKS

1393 Big Bend Road, Suite F • Twin Oaks, MO 63021
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"C" COMMERCIAL DISTRICT
APPLICATION FOR PRELIMINARY DEVELOPMENT PLAN

The preliminary development plan application constitutes a petition to allow a more flexible but detailed plan. ***Eighteen (18) copies*** *of the preliminary development plan shall be submitted, and shall be accompanied by all general application requirements, including an initial $1,500.00 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 of 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:

Applicant hereby submits the following information concerning the use proposed for the business/site:

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: _____

What are the business hours of operation (existing or proposed)? _____a.m./p.m. to _____ a.m./p.m.

Will product be sold which is subject to retail sales tax? YES ❑ NO ❑

Date business will begin (if new business) in the Village of Twin Oaks: _____

Type of Business(es) and detailed description of nature of business(es), organization)s) or trade(s) (existing or proposed): _____

_____

_____

_____

PRELIMINARY DEVELOPMENT PLAN SUBMISSION REQUIREMENTS:
One (1) map (1-2 pages) shall be submitted as the preliminary development plan, which includes the following:

- Proposed location of buildings, other structures and lot arrangements.
- Location of existing buildings, other structures and lot arrangements.
- Any existing easements and dedications.
- Adjacent uses and property ownership to a distance of 100 feet from site boundaries.
- Any land areas within the 100-year floodplain.
- Existing and proposed grading and areas of cut and fill.
- Proposed retaining walls or similar slope stabilization structures or methods; height and materials to be used.
- Location, massing and pattern of existing vegetation and trees.
- Existing streams, creeks and other bodies of water.
- Measures taken to minimize development impacts.
- Location, massing and pattern of proposed landscaping and planting.
- Screening and buffer strip areas, open space and other amenities.
- Traffic and parking plan depicting public streets, identifying arterials, collectors and local streets; service and loading areas; points of access to public right-of-way.
- Parking areas, drives and walks.
- Traffic studies of vehicle turning movements, peak and off-peak traffic impacts, existing and proposed levels of service as required by the Board of Trustees.
- Existing and proposed water, sewer, and storm utility systems, including drainage structures and inlets.
- Provisions for on-site storm water retention and for minimizing impact on existing drainage patterns and facilities.

Also submitted with this application are: ***(check ✓ all that have been included)***

- ❑ **Exterior building sketches** depicting the general style, size and exterior construction materials of the buildings proposed. Where several building types are proposed on the plan, such as apartments and commercial buildings, a separate sketch shall be prepared for each type. Such sketches shall include elevation drawings, but detailed drawings and perspectives are not required.
- ❑ **All signs** to be attached to building exteriors including the size, location, color and materials.
- ❑ **Schedules** indicating floor area, site area, coverage, parking spaces, proposed plant materials by type, size and quantity, land use intensity and other qualities specified in the "C" Planned Shopping Center District Regulations.
- ❑ **Phases of development** If the development will occur in phases, the applicant shall submit a development plan that also displays the entire development at the completion of all phases. The phased development shall have the phases clearly outlined with expected dates for beginning of construction and date of completion of construction. No building permit shall be issued for any phase of development until a final development plan for that phase is approved, in accordance with the provisions of the Village Zoning Code.
- ❑ **Request for Common Master Signage Plan Approval** *(See "Request for Master Common Signage Plan" form.)*

REPRESENTATIONS 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 preliminary development plan for the property, and consents to its submission to the Village for 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: $ 1,500.00

Date of Board of Trustees' Decision: _____ ❑ Approved ❑ Disapproved

Amount Paid: $ _____ Cash/Check #: _____ Date Rec'd: _____