

GUIDELINES: SITE PLAN

Site Plans establish safe traffic movement, encourage harmonious relationships between buildings and uses and conserving natural resources. Detailed information can be found in the Municipal Code under Article VII.

Regulations:

The Community Development Director shall not issue a building permit for the construction of the following buildings and structures unless the Planning Commission has reviewed and approved a site plan.

- A multiple-family building containing three or more dwelling units.
- More than one multiple-family building on a lot, parcel or tract of land or on a combination of lots under one ownership.
- A planned development in accordance with the provisions specified in Section 405.270.
- Any building or structure or addition thereto in any commercial or industrial district, other than the HD-1 and HD-2 Historic Downtown Zoning Districts, with a floor area greater than 500 square feet. Any building or structure or addition thereto in the HD-1 or HD-2 Historic Downtown Zoning District with a floor area greater than one thousand (1,000) square feet.
- Places of worship.
- Any new parking area or expansion or improvement to an existing parking area in excess of ten spaces.
- Any new facility used for public assembly.

City Meetings:

- Pre-Application Meeting with City of Wentzville, Planning Division.
- One meeting before the Planning Commission and one meeting before the Board of Aldermen.
- Submittal Deadline and Meeting Dates can be found under Planning at: **www.wentzvillemo.gov/PZInfo**.

How to Apply for a Site Plan

- Create an account or log in at www.wentzvillemo.gov/CustomerPortal.
- Select: Planning Applications, Site Plan Review.
- Upload a Site Plan to include: Photometrics, Landscaping, Fencing, Etc.
- Upload Colored Building Elevations.
- Upload Warranty Deed.
- Upload the Current year's Paid Tax Receipt.
- Pay fee online.

Fee: \$150

Questions?

Contact the Community Development Department!

 (636) 639-2032

 CommunityDevelopment@wentzvillemo.gov

 www.wentzvillemo.gov/CDD

