

## Site Plan Review

This brochure is an informational handout only, to be used as a guide and should not be relied upon for the legality of its contents. This brochure may not answer every question, which may be raised about the Site Plan Review process. You may contact the City of Wentzville Planning Division, with questions concerning this guide and your Site Plan approval request at:



City of Wentzville  
Community Development Department  
Planning Division  
1001 Schroeder Creek Blvd.  
Wentzville, MO 63385  
(636) 639-2032  
(636) 327-4892 – Fax  
[www.wentzvillemo.gov](http://www.wentzvillemo.gov) – City's website

This outline is intended to serve as a guide to the processing procedures and minimum standards to be shown associated with Site Plan Review for the development of property in the City of Wentzville. The Zoning Regulations for the City are adopted and intended to provide and promote the health, safety, and welfare of the City's residents, to secure coordinated land use, encourage compatible adjacent land uses, and to facilitate the adequate provision of public improvements. The Site Plan intends to accomplish these goals by establishing safe traffic movement, encouraging harmonious relationships of building and uses and to conserve natural resources. Detailed information concerning the processing steps involved herein can be found in the Zoning Regulations Article VII "Site Plan Approval" by contacting Community Development Department – Planning Division, or on the City's website:

[www.wentzvillemo.gov](http://www.wentzvillemo.gov)

Applications for Site Plan Review for the City of Wentzville may be made by any owner of property, their agent, or representative, who requests development. If the application is made by the owner's agent or representative, the owner's name and address shall be entered upon the application. Satisfactory evidence of property ownership or a contract to purchase the subject property containing the owner's name and address may be required at the time of application.

The application for Site Plan Review shall be made utilizing forms provided by the Planning Division for the City of Wentzville, Missouri.

### Building Structures and Uses Requiring Site Plan Approval

The Community Development Department shall not issue a building permit for the construction of the following buildings and structures unless a detailed Site Plan has been reviewed and approved by the Planning and Zoning Commission and the Board of Aldermen in compliance with these and other applicable standards:

1. A multiple family building containing three or more dwelling units.
2. More than one multiple family building on a lot, parcel, or tract of land, or on a combination of lots under one ownership.
3. A Planned Development in accordance with the provisions specified in Section 405.270.
4. Any building or structure or addition thereto in any commercial or industrial district with a floor area greater than 500 square feet.
5. Places of worship, subject to the general requirements of Section 405.1020.b.
6. Any new parking area or expansion or improvement to an existing parking area, in excess of 10 spaces.
7. Any new facility used for public assembly.

### Data Required on the Site Plan

See Article VII, Section 405.820 in the Zoning Regulations for specific details on required data. The Planning Division will provide a copy of this section upon request, or this data can be found on the City's website.

### STEPS IN THE SITE PLAN PROCESS

#### 1. Pre-Application Meeting:

The first step involves a pre-application meeting with the Community Development Department staff to discuss your proposal. This meeting will highlight ordinance regulations and stipulations/access regulations and applicable Municipal Code issues; address potential issues and discuss potential solutions to technical and design review issues; address potential issues and discuss potential solutions to environmental review issues; provide direction to customers regarding the City's development process, i.e. submittal requirements, appropriate sequences of required plan review and processes; and apply the Comprehensive Plan, Land Use Plan and Chapters of the City's Plan, as applicable.

#### 2. Annexation and Proper Zoning Required

If your property is not within the city limits of Wentzville, a Voluntary Annexation Petition can be acquired from the Community Development Department Planning Division or online at [www.wentzvillemo.gov](http://www.wentzvillemo.gov) and processed to incorporate your property into the City of Wentzville. The Planning Division is located at City Hall, 1001 Schroeder Creek Blvd., or by calling (636) 639-2032. Annexation requires that your property physically touch the current City boundary and is compact to the City's growth.

Prior to this meeting you should obtain a copy of a parcel map or obtain a survey showing the property requested for a zoning amendment. This mapping can be obtained via the City of Wentzville's Planning Division or the St. Charles County Assessor's Department at 201 North Second St. in St. Charles, MO.

At this meeting, the Planning Division staff will advise you on the current zoning requirements and future land use plans for your site and the immediate area. Future Land Use recommendations are based upon the City's Comprehensive Plan. Also, staff will discuss utility infrastructure, stormwater detention and other issues, which might impact your Site Plan approval request.

A proper zoning classification is required for all land uses. The Planning Division will advise you on what zoning district classification is required for a requested land use. The Site Plan is a reflection of the area and performance standards of that particular zoning district, (such as lot size/width, setbacks, height, building design standards, lot coverage, screening, etc...), as well as other land use standards contained within the Zoning Regulations.

**3. Applying for the Site Plan**

The application for Site Plan Review will be completed with the help of the Planning Division staff. The filing fee for an application for Site Plan Review is \$75 and will require the owner(s) and applicant(s) signatures. When filling out this application, you will need to bring the completed application and five initial copies of the plan for City review. In addition, the City shall not accept or process any application that is delinquent on any City and/or County taxes until such time as all delinquent taxes are paid to the appropriate taxing authority, per Ordinance #2445, **please provide us a copy of the paid tax receipt.** This can be done by calling St. Charles County Collector at (636) 949-7470 or emailing their office at: [collector@sccmo.org](mailto:collector@sccmo.org).

**4. Placement on the Agenda**

Once all necessary items are received by the Planning Division, your application will be assigned an application number and placed on the next available Planning and Zoning Commission Agenda. Informational deadlines and meeting

dates are established for the calendar year. Deadlines are established approximately four weeks prior to the scheduled Planning and Zoning meeting. The Planning and Zoning Commission meets the first Tuesday of every month at 6:00 p.m. at City Hall, 1001 Schroeder Creek Blvd., Wentzville, MO 63385

During this time, staff will review your Site Plan and provide comments for revision. Upon receipt of revision addressing the City's comments, if any, staff will prepare a recommendation for your request for presentation at the Planning and Zoning Commission meeting. Contact the Planning Division for the next available submittal deadline, or see the table upon this brochure.

**5. Planning and Zoning Commission Recommendation:**

The Planning and Zoning Commission will make a recommendation of approval or denial on the requested Site Plan, which will then be forwarded to the Board of Aldermen (governing body). The Planning and Zoning Commission will make this recommendation the same evening your plan is presented and discussed.

**6. Board approval of your request:**

The Board of Aldermen meets twice a month to conduct normal City of Wentzville business. Board of Aldermen meetings are normally the second and fourth Wednesday's of the month and held at City Hall. Your Site Plan application is placed on the next available Board of Aldermen Agenda after the Planning and Zoning Commission has recommended approval or denial of your application. Site Plan approval requests require one meeting review before the Board of Aldermen. If a Site Plan request is approved, staff will provide an approval letter indicating the next step in the construction process. If the request is denied, a new request addressing any reasons for denial may be accepted for resubmission, which may be reconsidered for approval under a new application process.

**7. Construction of your project:**

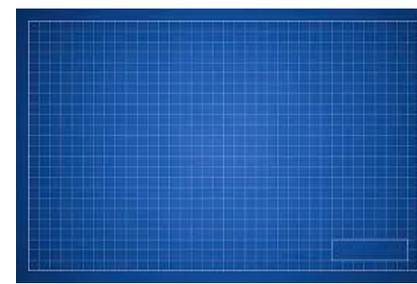
Upon approval of your Site Plan, the Planning Division will provide you a letter notifying you how to continue with your project. Continuing with your project will require some or all of the following items:

1. The submittal of Engineered Site Improvement Plans (administered by the City's Engineering Division).
2. The establishment of an Escrow Agreement (administered by the City's Engineering Division).
3. Submittal of building plans (administered by the Building Official).
4. Access permit from MoDOT, if required.

No grading, infrastructure improvements, or building permit may be issued until the above items are addressed as applicable.

The approval of your Site Plan does not approve any utility extensions (water, sewer, etc...) or stormwater improvements indicated on the Site Plan. Engineered Site Improvement Plans are required.

The City Engineer and the Building Official can be reached by calling (636) 327-5102. MoDOT can be reached at (314) 340-4100.



Planning and Zoning Commission Schedule 2021			
Submittal Date	Planning and Zoning Commission Meeting	First Board of Aldermen Meeting	Second Board of Aldermen Meeting
December 7, 2020	January 5, 2021	January 13, 2021	January 27, 2021
January 4, 2021	February 2, 2021	February 10, 2021	February 24, 2021
February 1, 2021	March 2, 2021	March 10, 2021	March 24, 2021
March 1, 2021	April 7, 2021	April 14, 2021	April 28, 2021
April 5, 2021	May 4, 2021	May 12, 2021	May 26, 2021
May 3, 2021	June 1, 2021	June 9, 2021	June 23, 2021
May 28, 2021	July 6, 2021	July 14, 2021	July 28, 2021
July 2, 2021	August 4, 2021	August 11, 2021	August 25, 2021
August 2, 2021	August 31, 2021	September 8, 2021	September 22, 2021
September 3, 2021	October 5, 2021	October 13, 2021	October 27, 2021
October 4, 2021	November 3, 2021	November 10, 2021	November 17, 2021
November 1, 2021	December 7, 2021	December 15, 2021	N/A
December 6, 2021	January 4, 2022	January 12, 2022	January 26, 2022

Submittal deadline is for all items that are to be on the Planning and Zoning Commission Agenda. Any Preliminary Subdivision or Site Plan Review applications submitted in conjunction with an Annexation and/or Rezoning will be placed on the Board of Aldermen Agenda after the Annexation and/or Rezoning is passed by ordinance.