



Sketch Plan Application & Submittal Requirements

5401 Independence Road
Weldon Spring, MO 63304

Application Number: _____ Application Date: _____
Fee Paid: _____ Sketch Plan Meeting Date: _____

SKETCH PLAN APPLICATION FORM

Project Name: _____

Location: _____

Property Details:

Current Zoning: _____ Gross Acreage/Square Footage: _____

Current Land Use: _____

Proposed Land Use: _____

Applicant Information:

Contact: _____ Phone: _____

Company: _____

Address: _____

E-mail: _____

Owner Information:

Contact: _____ Phone: _____

Company: _____

Address: _____

E-mail: _____

Definition and Purpose: A sketch plan consists of simple and basic drawings that illustrate conceptual layouts of lots, streets, and conservation areas. The purpose of the sketch plan process is to outline the overall design concept by showing areas of proposed conservation and proposed development. It is also to ensure that the city and the applicant are "on the same page" prior to a significant investment in costly engineering documents by the applicant.

SKETCH PLAN SUBMITTAL REQUIREMENTS

In addition to this completed Sketch Plan Application form (previous page), the five main requirements for the Sketch Plan Submittal are as follows, and they are described in greater detail below:

1. Site Context Maps (5 copies; 1 electronic PDF version on CD or emailed)
2. Existing Resources and Site Analysis Maps (5 copies; 1 electronic PDF version on CD or emailed)
3. Approved Yield Plan (5 copies; 1 electronic PDF version on CD or emailed)
4. Sketch Plan Drawings (5 copies; 1 electronic PDF version on CD or emailed)
5. Submit Concept Review/Sketch Plan Application Fee (this fee covers both the Concept Review and Sketch Plan) -\$1,200 plus \$25 per acre above 0

1. **Site Context Map.** This map was prepared for Conceptual Review. The same map can be submitted with the Sketch Plan application unless suggested revisions and/or additions were identified at Conceptual Review, and then the revisions and/or additions should be included on a new version of the map.
2. **Existing Resources and Site Analysis Map.** This map that was prepared for Conceptual Review. The same map can be submitted with the Sketch Plan application unless revisions and/or additions were identified at Conceptual Review, and then the revisions and/or additions are to be included on a new version of the map.
3. **Approved Yield Plan.** A Yield Plan was prepared for Conceptual Review and must be approved by the city before being submitted with the Sketch Plan application.
4. **Sketch Plan Drawings**
 - It is recommended that all Sketch Plan drawings be prepared by a landscape architect or a site planner or engineer with significant site design experience.
 - Sketch plan drawings shall include the names and addresses of the owner, applicant (if not the owner), and the person responsible for preparing the drawings.
 - Sketch plan drawings should be prepared on white transparent sheets that overlay the site's *Existing Resource and Site Analysis Map*. This allows anyone who is reviewing the drawings to see how well the proposed layout avoids highly ranked conservation areas (see the end of this application for a prioritized list of resources to be conserved.) Ideally the proposed development should not intrude upon the resources documented in the *Existing Resources and Site Analysis Map*.
 - Sketch Plan drawings shall be based on the outcome of the Conceptual Review Design Session.

Four Step Design Process. The Sketch Plan Drawings shall be created using the following Four Step Subdivision Design Process. This four step process is used to determine the layout of proposed conservation areas, dwellings and/or building sites, streets, and lot lines. The four steps are as follows:

- Step 1: Identify Primary and Secondary Conservation Areas
- Step 2: Locate Potential Dwelling and/or Building Sites
- Step 3: Align Streets and Trails
- Step 4: Draw in Lot Lines

Note: Applicants shall submit four (4) separate sketch maps, or overlays on one (1) map indicating the findings of each step, following the guidelines below.

Step 1/Map 1: Identify Primary and Secondary Conservation Areas

- a. Step 1 consists of identifying the land that should be permanently protected. The applicant incorporates areas pre-identified (by the city) on the city's *Potential Conservation Lands Map* (Figure 3 in the City of Weldon Spring Comprehensive Plan, 2008); areas identified on the site specific *Existing Resources and Site Analysis Map*; and any additional areas noted at the site visit to identify the primary and secondary conservation areas (see definitions of primary and secondary conservation areas below.)
 - **Primary conservation areas** include areas previously identified on the city's Potential Conservation & Constrained Lands Map (Figure 3 in the City of Weldon Spring Comprehensive Plan, 2008) as well as any additional limited lands including wetlands, land within the 100-year floodplain and slope greater than 25 percent.
 - **Secondary conservation areas** include features such as mature woodlands, greenways and trails, river and stream corridors, prime farmland, natural meadows, hedgerows and individual freestanding trees or woodlands dense with mature or majestic trees, wildlife habitats and travel corridors, historic sites and structures, scenic views, etc.
 - **Prioritized List of Resources to Be Conserved:** The following is a list of greenway land resources, prioritized in order of significance.
 1. Stream channels, floodplains, wet soils, swales, springs, and other lowland areas, including adjacent buffer areas that may be required to ensure their protection.
 2. Significant natural areas of species listed as endangered, threatened, or of special concern, such as those listed in the Missouri Department of Conservation's Natural Heritage Data.
 3. Moderate to steep slopes, particularly those adjoining watercourses and ponds, where disturbance and resulting soil erosion and sedimentation could be detrimental to water quality.
 4. Healthy woodlands, particularly those performing important ecological functions such as soil stabilization and protection of streams, wetlands, and wildlife habitats.

5. Areas where precipitation is most likely to recharge local groundwater resources because of topographic and soil conditions affording high rates of infiltration and percolation.
 6. Hedgerows, groups of large majestic trees, large individual trees of botanic significance, and other plant features representing the site's rural past.
 7. Class I, II, and III agricultural soils as defined by the United States Department of Agriculture (USDA) Natural Resource Conservation Service.
 8. Historic structures and sites.
 9. Visually prominent topographic features such as hilltops, ridges, and scenic views as seen from public roads.
 10. Existing trails connecting the tract to other trail locations in the city.
- b. After “greenlining” these conservation elements, the remaining part of the property becomes the Potential Development Area. This area should be identified on the drawing.

Step 2/Map 2: Locate Potential Dwelling and/or Building Sites.

- a. Step 2 consists of locating sites of individual houses and/or buildings within the Potential Development Area.
- b. The number of permitted dwellings is a function of the density permitted within the zoning district and is based on the property’s approved Yield Plan.
- c. Structure sites should generally be located not closer than 100 feet from primary conservation areas and 50 feet from secondary conservation areas, taking into consideration the potential negative impact of development on such areas as well as the potential positive benefits of such locations to provide attractive views and visual settings for residences.
- d. Ideally, views of the open space should be maximized. Views from roadways *into* the property should also be considered (i.e., dwelling lots should not back up to public streets.)

Step 3/Map 3: Align Streets and Trails

- a. Step 3 simply involves “connecting the dots” with streets and planned trails.
- b. Upon designating the structure sites, a street plan shall be designed to provide vehicular access to each structure, complying with the standards of the city’s subdivision regulations and bearing a logical relationship to topographic conditions. Impacts of the street plan on proposed primary and secondary conservation areas shall be minimized, particularly with respect to crossing environmentally sensitive areas such as wetlands and traversing slopes exceeding 15 percent from surrounding area.
- c. Street connections shall be made when possible to minimize the number of new cul-de-sacs and to facilitate access to and from homes in different parts of the tract (and adjoining parcels).

Step 4/Map 4: Draw in Lot Lines

- a. In Step 4 lot lines are drawn as required to delineate the boundaries of individual lots.

ADDITIONAL INFORMATION REGARDING SKETCH PLAN

Sketch Plan Review and Approval

The City Planner, City Engineer, the City Stormwater Manager and the City Zoning Commissioner shall review the sketch plan application and determine if it is in conformance with these regulations as well as other applicable regulation in the Municipal Code. Review of the sketch plan application shall include, but is not limited to, the review of:

1. The location of all areas proposed for land disturbance (streets, foundations, yards, septic disposal systems, stormwater management areas, etc.) with respect to notable features of environmental, cultural and historical significance as identified on the applicant's existing resources and site analysis map and on the City's map of potential conservation lands;
2. The potential for street connections with existing streets, other proposed streets or potential developments on adjoining parcels;
3. The location of proposed access points along the existing road network;
4. The proposed building density and impervious coverage;
5. The compatibility of the proposal with respect to the goals and policies of the City of Weldon Spring Comprehensive Plan; and
6. Consistency with the Zoning Regulations and other applicable Sections of the Municipal Code.
7. If the City Planner, City Engineer, City Stormwater Manager and Zoning Commissioner determine the application is complete, the applicant is then eligible to submit a preliminary plat application.
8. If, however, the City Planner, City Engineer, City Stormwater Manager and Zoning Commissioner determine that the sketch plan application is not complete, the applicant will be provided with comments detailing the recommended changes and/or additional information that is required. The applicant must then resubmit the portions of the application that require changes and/or submit any new information that is required. The City Planner, City Engineer, City Stormwater Manager and Zoning Commissioner will review the application to determine if it is complete.