



# Conceptual Review Application Form & Submittal Requirements

5401 Independence Road  
Weldon Spring, MO 63304

### FOR OFFICE USE ONLY

Application Number: \_\_\_\_\_ Application Date: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_ Concept Review Meeting Date: \_\_\_\_\_

## CONCEPTUAL REVIEW 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: \_\_\_\_\_

**Applicant Questions:** Please attach a list of any specific questions that you would like to have addressed during Conceptual Review.

**Purpose:** The purpose of Conceptual Review is to hold an informal meeting to develop a better understanding of the site's potential, discuss ideas for the site, walk the site, and to ultimately prepare a conceptual design for the site. Developers will obtain upfront insights regarding which site features city staff and local officials want to conserve as well as impacts they want to avoid.

## CONCEPTUAL REVIEW SUBMITTAL REQUIREMENTS

In addition to this completed Conceptual Review Application form, the five main requirements for the Concept Review Submittal are as follows:

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) and provide ten (10) 8"x10" handouts**
3. **Yield Plan (5 copies; 1 electronic PDF version on CD or emailed)**
4. **Adjacent Landowner Address List & Address Labels**
5. **Submit Conceptual Review Application Fee (\$1,200 plus \$25 per acre above 0)**

1.  **Site Context Map**

a. Drawn based on property size:

- If less than 100 acres, then:
  - Scale: one inch = 200 feet
  - Map should extend 1,000 feet outward of parcel
- If equal to or greater than 100 acres, then:
  - Scale: one 1 inch = 400 feet
  - Map should extend 2,000 feet outward of parcel

b. Shall include following data for entire map area (including the proposed site):

- Topography
- Stream valleys
- Wetlands
- Woodlands over one-half (1/2) acre in size (from aerial photographs)
- Wildlife migration routes
- Ridge lines
- Public roads and trails
- Utility easements and rights-of-way
- Public lands
- Land protected under conservation easements
- Existing development patterns

2.  **Existing Resources and Site Analysis Map**

- Scale:** one 1 inch = 200 feet
- Vertical aerial photograph** with the site boundaries clearly marked
- Total acreage** of the tract

- Contour lines which shall generally be at 20-foot intervals. Slopes between 15 and 25% and those exceeding 25% shall be clearly indicated
- Location and delineation of ponds, streams, ditches, drains, and natural drainage swales, 100-year floodplains, and wetlands.** Any additional areas of wetlands discovered via testing, visual inspection, or the presence of wetlands vegetation shall also be shown.
- Vegetative cover** conditions on the property according to general cover type, including cultivated land, permanent grassland, meadow, pasture, old field, hedgerow, woodland, wetland, and the actual canopy line of existing trees and woodlands. Vegetative types shall be described by plant community, relative age, and condition.
- Soil** series, types, and phases, as mapped by the United States Department of Agriculture, Natural Resources Conservation Service in the published soil survey for the county, and accompanying data published for each soil relating to its suitability for construction (and, in non-public sewer areas, for septic suitability).
- Ridge lines and watershed boundaries.**
- A **view analysis** showing the location and extent of views into the property from public or private roads and from public parks.
- Geologic formations** on the proposed development parcel, including rock outcroppings, cliffs, sinkholes, and fault lines, based on available published information or more detailed data obtained by the applicant.
- All existing human-made features**, including but not limited to streets, driveways, farm roads, horse trails, buildings, foundations, walls, wells, drainage fields, dumps utilities, fire hydrants, and storm and sanitary sewers.
- Locations of all **historically significant sites or structures** on the tract, including but not limited to stone walls, earthworks, and graves.
- Locations of **trails** that have been in public use (pedestrian, equestrian, bicycle, etc.).
- All **easements and other encumbrances of property** that are or have been filed of record with the Recorder of Deeds of the County or which have been established by use over an extended period.

### 3. **Yield Plan**

- a. A Yield Plan is a sketch map-based approach to determine the potential maximum number of dwellings units that could possibly be built on a given property. Please note, the purpose of the Yield Plan is to determine overall potential density for a site only and is not intended

to confer any legal or equitable right to any specific number of dwelling units on any given tract of land.

b. Yield Plans shall meet the following requirements:

- Shall be prepared as conceptual layout plans in accordance with the standards of the City of Weldon Spring Subdivision Regulations, containing proposed lots, streets, rights-of-way, and other pertinent features.
- Each lot shall contain at least the minimum area of buildable land that is required for all lots in the zoning district where the property is located and shall conform to all dimensional requirements of the zoning district where the property is located. Undevelopable lands (see very end of application for definition) may not be counted towards any total lot area.
- Each lot shall conform to all dimensional requirements of the zoning district where the property is located.
- Yield Plans shall be drawn to scale but do not need to be based on a field survey.
- Yield Plans shall depict a lot layout and design reflecting a development pattern that could reasonably and realistically be developed, taking into account the presence of wetlands, floodplains, steep slopes, existing easements or encumbrances, and suitable soils if public sewage disposal will not be provided.
- The density of sites not served by central sewage disposal shall not be less than that mandated by state and/or county laws and be further determined by evaluating the number of homes that could be supported by individual septic systems on conventional lots.

4.  **List of Adjacent Landowners**

- a. A list of adjacent landowners “property owners within one hundred eighty-five (185) feet of the boundary of the premises shall be invited to Conceptual Review due to the fact that the process tends to flow more smoothly when adjacent landowners are invited to participate in the process at an early stage. The applicant shall provide the city with a list of adjacent land owners and the city will mail them notice of Conceptual Review.

## **ADDITIONAL INFORMATION REGARDING CONCEPTUAL REVIEW**

### **Conceptual Review Procedure**

- a. **Convene at City Hall.** The applicant and city attendees will meet at City Hall at the date and time scheduled by the City.

- b. **Applicant Presents Maps.** At the beginning of the meeting, the applicant will present the Context Map, the Existing Resources and Site Analysis Map, and the Yield Plan.
- c. **Site Visit.** After the Conceptual Review application has been reviewed, attendees will conduct a site visit on the property. The applicant will be responsible for pointing out the location of various features on the property. The intent of the site visit is to get city representatives acquainted with the property, to verify data on the Existing Resources and Site Analysis Map, and for the attendees to work together to identify primary and secondary conservation areas (i.e., features to be designed around and preserved), and any additional site opportunities and/or constraints such as potential linkages to natural or cultural features on adjacent properties.
- d. **Conceptual Review Design Session.** After the site visit, a Conceptual Review Design Session is required. The Conceptual Review Design Session can take place following the site visit, or due to the length of time required, can be scheduled for another date at the applicant's discretion. Regardless of the date, attendees will convene at City Hall and, based on the Existing Resources and Site Analysis Map and the outcome of the site visit, conduct a Conceptual Review Design Session. At this meeting interested parties will participate in a cursory version of the Four-Step Subdivision Design Process. The purpose of the Conceptual Review Design Session is to help the applicant establish an overall design approach that respects the site's special and/or noteworthy features while providing for the density permitted under the zoning ordinance.
- e. **Please note,** depending on the outcome of the initial Conceptual Review meeting, additional meetings may be required.

**What Applicant Must Bring to Conceptual Review**

- Applicant Representatives.** Applicant representatives at Conceptual Review shall include at a minimum the applicant or the applicant's representative. It is strongly recommended that the person who will be responsible for preparing the Sketch Plan (the next phase of the subdivision process) attend Conceptual Review. A representative for the applicant is required to point out the location of various features on the property during the site visit.
- Design Materials.** Applicant must bring white tracing paper (enough to cover the Existing Resources and Site Analysis Map) and various colored permanent markers to meeting.

*Definition of Undevelopable Lands:* Wetlands, lands within the one hundred (100)-year floodplain, and lands that have a slope(s) greater than twenty-five (25%) percent (these lands are also considered Primary Conservation Areas.)

Please see ARTICLE 410: SUBDIVISION REGULATIONS of the City's Municipal Code that **was adopted in March 2009** for more detailed information on the Mayor Subdivision Conceptual Review as well as other subdivision processes and procedures.