



CITY OF ARNOLD
COMMUNITY DEVELOPMENT DEPARTMENT

2101 JEFFCO BLVD.
ARNOLD, MO 63010
636-282-2378
636-282-6677 - FACSIMILE

DEVELOPMENT HANDBOOK

COMMUNITY DEVELOPMENT DEPARTMENT CITY OF ARNOLD

Development Handbook

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WELCOME TO THE CITY OF ARNOLD

We would like to welcome you to our fair City of Arnold and know that you have made a sound choice in choosing Arnold for your development. We pride ourselves on our Community of Character that has much to offer you as a developer and the future residents of Arnold such as a new recreational facility, a new library, an array of shopping, restaurant and work opportunities within our City or conveniently located nearby, an aggressive City Council with regard to redevelopment opportunities for our City, and a Staff that is hard working for you and the residents.

This handbook has been compiled for your convenience. It contains applications, checklists, fees, meeting dates, application deadlines, and the process of approval for the various applications. This handbook should be considered supplemental since the Community Development Staff is in place to help you through the process. So please feel free to call them with questions regarding the development process.

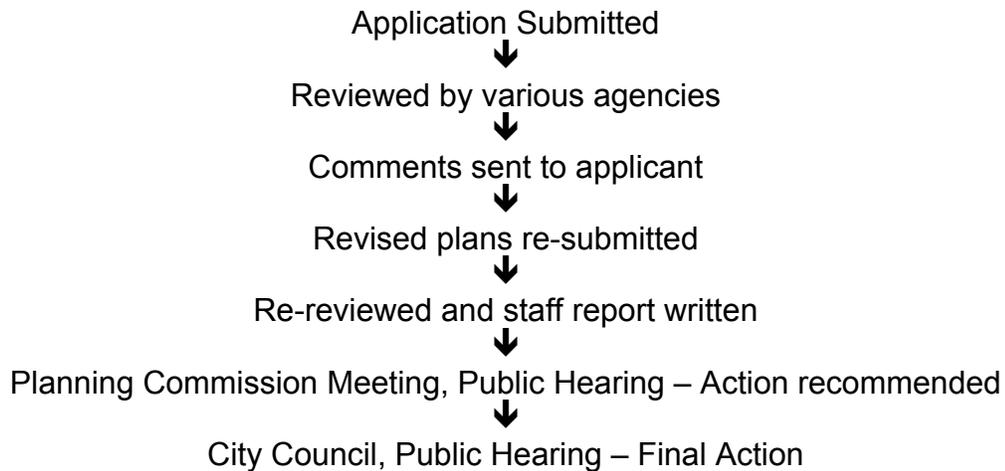
We welcome you to our community and wish you great success with your ventures.

PROCESS OVERVIEW

All applications* – except for Sketch Plan and Display House Plat (fifteen days before meeting) – must be submitted at least **twenty-seven (27) days before the scheduled Planning Commission meeting**. This time allows us to provide the proper public notification, review the plans, and provide you with the comments so the plans may be revised and then resubmitted.

Most applications **require a public hearing** before the Planning Commission and City Council except for Sketch Plan, Commercial Site Plan (if use by right), Display House Plat, and Record Plat (if a preliminary plat has been approved). Conditional Use Permits require a public hearing before the Planning Commission only. **Public Hearings require the applicant to post a sign on the property in question informing the general public of a public hearing regarding the applicant's request.** The sign shall be four feet by four feet (4' X 4') in size and shall be placed on the property on which the request is subject to. The sign shall be erected at least fifteen (15) days prior to the scheduled hearing date. **THE APPLICANT IS REQUIRED TO SUBMIT A DATE STAMPED PHOTO OF THE SIGN, SHOWING A TAPE MEASURE INDICATING THE LETTERS ARE NOT LESS THAN FOUR INCHES (4") IN HEIGHT AND NOT LESS THAN ONE INCH (1") IN WIDTH PRIOR TO THE MEETING.**

The **typical sequence of events** is listed below except for situations that the Planning Commission warrants and the application is held over for another meeting to allow more time for deliberation. We **strongly recommend that a Sketch Plan** review be processed.



- Grading and improvement plans do not require Planning Commission/City Council review and approval, only staff review and approval.

2020 PLANNING COMMISSION MEETING DATES AND SUBMITTAL DEADLINES

MEETING DATE (7 PM)	FILING DEADLINE (3 PM)
January 14	December 17, 2019
January 28	December 31, 2019
February 11	January 14
February 25	January 28
March 10	February 11
March 24	February 25
April 14	March 17
April 28	March 31
May 12	April 14
May 26	April 28
June 9	May 12
June 23	May 26
July 14	June 16
July 28	June 30
August 11	July 14
August 25	July 28
September 8	August 11
September 22	August 25
October 13	September 15
October 27	September 29
November 10	October 13
December 8	November 10

NOTE: Applications requiring a public hearing will only be scheduled for the first meeting of the month.

Application Process & Timeline: After receiving an application, submittal documents are reviewed by City Staff for completeness and, if applicable, sent to outside review agencies for comment. Complete applications will be placed on the next available Planning Commission agenda providing time for any required public notice and for Staff to prepare a report to the Commission. Typically, the Planning Commission makes a recommendation to the City Council after one meeting. Recommendations made by the Planning Commission are forwarded to the City Council for consideration at the Council’s meeting on the 3rd Thursday of the same month. Provided that application materials were submitted in a complete and timely manner, and both Planning Commission and City Council choose not to table the application for further consideration, applications take approximately 5 to 7 weeks from the filing deadline until action by City Council.

COMMUNITY DEVELOPMENT FEES

Service	Fee	Explanation
Commercial Site Plans	\$300.00 plus ½ percent site development cost	<ul style="list-style-type: none"> ▪ Includes up to 6 hours Community Development staff time for review, \$50.00/hr. will be charged for additional review time. ▪ 1/2% of site development cost (excludes cost of land and buildings) for all inspections.
Subdivision Preliminary Plans	\$200.00 Up to 10 lots	<ul style="list-style-type: none"> ▪ Includes up to 4 hours Community Development staff time and cost of advertising for subdivisions up to 10 lots. ▪ \$10.00 for each additional lot ▪ Additional Community Development staff time to be charged at \$40.00/hr. ▪ No refunds.
Subdivision Improvement Plans	\$600.00 plus ½ percent site development cost	<ul style="list-style-type: none"> ▪ Includes up to 12 hours Community Development staff time for review, \$50.00/hr. will be charged for additional review time. ▪ 1/2% of site development cost (excludes cost of land and buildings) for all inspections.
Subdivision Record Plat	50% Preliminary Plans Fee	<ul style="list-style-type: none"> ▪ Includes Community Development staff time and cost of advertising ▪ Includes city attorney's time for review of restrictive covenants
Minor Subdivision Record Plat	\$200.00	<ul style="list-style-type: none"> ▪ Includes up to 4 hours Community Development staff time and cost of advertising ▪ Additional Community Development staff time to be charged at \$40.00/hr. ▪ No refunds.
Boundary Adjustment Plat	\$300.00	<ul style="list-style-type: none"> ▪ Includes up to 3 hours Community Development staff time ▪ Additional Community Development staff time to be charged at \$40.00/hr. ▪ No refunds.
Display Plats	\$120.00	<ul style="list-style-type: none"> ▪ Includes up to 3 hours Community Development staff time ▪ Additional Community Development staff time to be charged at \$40.00/hr. ▪ No refunds.

Rezoning Application	\$400.00	<ul style="list-style-type: none"> ▪ Includes up to 5 hours Community Development staff time and cost of advertising ▪ Additional Community Development staff time to be charged at \$40.00/hr. ▪ No refunds.
Conditional Use Permits	\$400.00	<ul style="list-style-type: none"> ▪ Includes up to 4 hours Community Development staff time and cost of advertising ▪ Additional Community Development staff time to be charged at \$40.00/hr. ▪ No refunds.
Board of Adjustment	\$400.00	<ul style="list-style-type: none"> ▪ Includes up to 4 hours Community Development staff time and cost of advertising ▪ Additional Community Development staff time to be charged at \$40.00/hr. ▪ No refunds.
Building Appeals Board	\$400.00	<ul style="list-style-type: none"> ▪ Includes up to 4 hours Community Development staff time and cost of advertising ▪ Additional Community Development staff time to be charged at \$40.00/hr. ▪ No refunds.
Grading/Erosion and Sediment Control Plans	\$200.00	<ul style="list-style-type: none"> ▪ Includes up to 4 hours Community Development staff time for review and inspections. \$50.00/hr. will be charged for additional staff time.

Community Development Department
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2101 Jeffco Blvd.
Arnold, MO 63010
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SKETCH PLAN REVIEW

File Number _____

No Fee

APPLICANT/CONTRACT PURCHASER

OWNER

Name

Name

Address, City, State, Zip

Address, City, State, Zip

Telephone Number

Telephone Number

Facsimile Number

Facsimile Number

Property Address (or nearest intersection)

Zoning of Property

Number of Lots

Sanitary District

Water District

Fire District

Telephone Number

Telephone Number

Telephone Number

Date of Application

Meeting Date Targeting

Signature of Applicant and/or Owner

Contact Person (please print)

Phone: _____

Email: _____

SKETCH PLAN REVIEW SUBMITTAL REQUIREMENTS

Submit two full size sets and fifteen (15) reduced (11" x 17") sets of plans containing the following information, application and fee no later than fifteen (15) calendar days before the Planning Commission meeting you wish to be on:

1. Completed application and fee.
2. The location of the tract in relation to the city limits.
3. The location of the tract in relation to the surrounding area.
4. Size of tract stated in tenths of an acre.
5. The approximate location of all existing structures within the tract proposed to be retained and wooded areas within the tract and within two hundred feet thereof.
6. All existing streets, roads, wet and dry weather watercourses, easements, zoning of subject tract, zoning of all adjacent properties, and other significant physical features within the tract and within two hundred feet thereof.
7. Approximate location of proposed streets and property lines. Include all contiguous holdings of the owner, including land in the "same ownership" as defined herein, with an indication of the portion, which is proposed to be subdivided.
8. A rough sketch of the proposed site plan.
9. A north arrow and graphic scale.
10. Direction of and approximate distance to the nearest existing major street intersection.

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PRELIMINARY PLAT APPLICATION

File Number _____ Fee \$200 up to 10 Lots, \$10.00 for each addl Lot - Paid _____

APPLICANT/CONTRACT PURCHASER

OWNER

Name

Name

Address, City, State, Zip

Address, City, State, Zip

Telephone Number

Telephone Number

Facsimile Number

Facsimile Number

Property Address (or nearest intersection)

Zoning of Property

Number of Lots

Sanitary District

Water District

Fire District

Telephone Number

Telephone Number

Telephone Number

Date of Application

Meeting Date Targeting

Signature of Applicant and/or Owner

Contact Person (please print)

Phone: _____

Email: _____

PRELIMINARY PLAT REVIEW MINIMUM SUBMITTAL REQUIREMENTS

Submit ten (10) full size (24" x 36") sets of plans (one for Fire Department, one for Public Works, one for Water Department, one for sewer department, one for school district, one for the engineer and one for planning) containing the below information, application and fee no later than twenty-seven (27) calendar days before the Planning Commission meeting you wish to be on. These plans will be reviewed internally and comments given to the applicant. Revised plans must then be resubmitted including 15 reduced 11" by 17" sets of plans along with five full size sets of plans.

A Missouri licensed Professional Engineer or Registered Land Surveyor must prepare and seal the plans at a scale of one-inch equals twenty feet to one-inch equals one hundred feet. The sheets must be numbered in sequence if more than one sheet and must contain the following information:

1. The name proposed for the tract or such part thereof as is proposed to be subdivided, date of submission, and the following names and addresses:
 - ❑ The record owner or owners of the tract.
 - ❑ The party who prepared the plat.
 - ❑ The party for whom the plat was prepared.
 - ❑ The engineer and the land surveyor who will design improvements and survey the tract or such part thereof as is proposed to be subdivided.
2. The location of the tract in relation to the surrounding area.
3. Completed application, fee and the names and address of the legal owners of record of property located within 185 feet of the subject site on mailing labels.
4. The location of the tract in relation to the city limits.
5. Certification by a registered Land Surveyor or Engineer who prepared the plat, specifying that the plat is an accurate representation of all existing and proposed land subdivision.
6. The location of all existing structures within the tract proposed to remain.
7. Wooded areas within the tract and within two hundred feet thereof.
8. If the tract is over three (3) acres, a Tree Preservation Plan is required per our Tree Preservation code.
9. EXISTING FEATURES
 - ❑ All existing streets, roads, access easements (label street names)
 - ❑ Wet and dry weather watercourses,
 - ❑ Existing easements,
 - ❑ Existing grades of the site and extending 200 feet beyond the site. U.S.G.S. data is acceptable.
 - ❑ Water bodies, streams,
 - ❑ Areas subject to inundation by storm water, drainage ditches,

- ❑ Pertinent features (man made and natural) such as sink holes, railroads, parks, cemeteries, bridges, culverts, basins,
- ❑ Zoning classification of subject tract and of those within 200 feet of subject tract.
- ❑ Slopes in excess of 3:1,
- ❑ Ownership data of property within 200 feet of subject tract
- ❑ Utility poles, utility boxes, etc.

10. PROPOSED IMPROVEMENTS/FEATURES

- ❑ Location of proposed streets, alleys, public ways, rights-of-way
- ❑ All easements
- ❑ Proposed grades at two foot intervals
- ❑ Building setback lines, and their locations and dimensions
- ❑ Drainage/detention/retention areas
- ❑ Areas of all existing or proposed lots and property lines.
- ❑ Include all contiguous holdings of the owner, and its' affiliates indicating those portions to be subdivided.

11. Details of typical roadway section; typical lot detail with building lines, easements, etc. and City standard design speed, Ksag, Kcrest and horizontal design.

12. A north arrow and graphic scale.

13. Direction of and approximate distance to the nearest existing major street intersection including sight triangle at all intersections with public streets.

14. The location of the property by U.S. Survey, Township, Range, survey lot, and county.

15. The approximate area of the tract stated in tenths of an acre.

16. The location and dimension of all boundary lines of the tract.

17. The location and dimensions of all property to be set aside for park or playground use, or other public or private reservations, with designations of the purpose thereof, and conditions, if any, of dedication or reservation.

18. The results of any on site tests if done made to ascertain subsurface rock and soil conditions and the water table.

19. If retaining walls are proposed, indicate top and toe of wall.

20. Proposed type of treatment or method of sewage disposal to include name or location of trunk and lateral line or qualified treatment system.

21. Show existing and proposed utilities/services and proposed connections including fire hydrant locations, storm water, water, electric, gas, cable, telephone.

22. Provide a drainage area map for the site, even if a phased project is proposed.

23. Any proposed alterations, adjustment, or change in the elevation or topography in the Flood Plain Zoning District or any other official city map for determination of flood hazard areas.
24. If the developer intends to subdivide any portion of the parcel into a multiple-dwelling unit subdivision, nonresidential subdivision, or a subdivision being developed under a special use procedure section of the Zoning Ordinance, then the preliminary plat shall, in addition, include the following information:
- A. Gross area of tract.
 - B. Area of streets.
 - C. Net area of tract.
 - D. Maximum number of units allowed.
 - E. Maximum number of units proposed.
 - F. Parking ratio.
 - G. Distances between structures.
25. Fire District comments must be provided prior to preliminary plat approval for developments containing 100 lots and over that have a single ingress and egress, where variances are requested for pavement reduction, maximum cul-de-sac lengths, and number of units or lots served on a cul-de-sac.
26. General Notes that are required on the preliminary plat:
- 1. All proposed improvements shall be designed, constructed, tested, and inspected in accordance with City of Arnold Standards.
 - 2. All grading, drainage, detention, and erosion control shall be in conformance with City of Arnold Standards.
 - 3. All proposed right-of-way and easements shall be in accordance with City of Arnold requirements. All right-of-way and easements shall be finalized on the Record Plat.
 - 4. All street lighting and traffic control devices shall conform City of Arnold Standards.
 - 5. Substantial changes in the improvement plans from the approved preliminary plat must receive approval by the Planning Commission and City Council. Proposed variances shall be forwarded to the Board of Adjustment, Planning Commission, and/or City Council for their review and approval prior to final improvement plans.
 - 6. The following documents are required to be presented with improvement/grading plans if required by Staff, the Planning Commission or the City Council:
 - a.) Verification of sight distance at all access points along public and private streets.
 - b.) Verification of compliance with MoDOT. (Approval and permit)

- c.) Proof of compliance with State of Missouri Land Disturbance.
- d.) Proof of compliance with US Army Corps of Engineers.
- e.) Detention Basin study and report, signed, sealed and dated by a Professional Engineer.
- f.) Flood Plain Study, signed, sealed and dated by a Registered Land Survey.
- g.) Geotechnical Study and Report, signed, sealed, and dated by a Professional Engineer.
- h.) Traffic Study and Report, signed, sealed, and dated by a Professional Engineer.

A Public Hearing is required (see page 48). The applicant must post a sign informing the general public of a public hearing regarding the applicant's request. The sign shall be four feet by four feet (4' X 4') in size, and shall be placed on the property on which the request is subject to. The sign shall be erected at least fifteen (15) days prior to the scheduled hearing date. The copy on the sign shall be legible with lettering no less than four (4) inches in height and not less than one (1) inch in width. **THE APPLICANT IS REQUIRED TO SUBMIT A DATE STAMPED PHOTO OF THE SIGN, SHOWING A TAPE MEASURE INDICATING THE LETTERS ARE NOT LESS THAN FOUR INCHES (4") IN HEIGHT AND NOT LESS THAN ONE INCH (1") IN WIDTH PRIOR TO THE MEETING. THE SIGN MUST BE REMOVED WITHIN TWO DAYS FOLLOWING THE FINAL PUBLIC HEARING.**

MUST BE SIGNED BELOW:

By signing below, I _____ acknowledge that the above items
 (Print Name)
 have been included on the plans and further acknowledge that items missing could lead to the removal of the project from the Planning Commission agenda.

 Signature

 Address

 City, State, Zip

 Telephone

 Fax

 Date

Community Development Department
City of Arnold
2101 Jeffco Blvd.
Arnold, MO 63010
636-282-2378
636-282-6677 Fax



RECORD PLAT / MINOR SUBDIVISION

File Number _____ 50% of the Cost of Preliminary Plat - Fee Paid _____
or \$200 if there was no Preliminary Plat

APPLICANT/CONTRACT PURCHASER

OWNER

Name

Name

Address, City, State, Zip

Address, City, State, Zip

Telephone Number

Telephone Number

Facsimile Number

Facsimile Number

Property Address (or nearest intersection)

Zoning of Property

Number of Lots

Sanitary District

Water District

Fire District

Telephone Number

Telephone Number

Telephone Number

Date of application

Meeting Date Targeting

Signature of Applicant and/or Owner

Contact Person (please print)

Phone: _____

Email: _____

RECORD PLAT AND/OR MINOR SUBDIVISIONS MINIMUM SUBMITTAL REQUIREMENTS

Submit ten (10) full size (24" x 36") sets of plans (one for Fire Department, one for Public Works, one for Water Department, one for sewer department, one for school district, one for the engineer and one for planning) containing the below information, application and fee no later than twenty-seven (27) calendar days before the Planning Commission meeting you wish to be on. These plans will be reviewed internally and comments given to the applicant. Revised plans must then be resubmitted including 15 reduced 11" by 17" sets of plans along with five full size sets of plans.

The record plat shall be prepared by a Registered Land Surveyor or Professional Engineer, at a convenient scale of one inch equals twenty feet to one inch equals two hundred feet, and shall be of such size as is acceptable for filing in the office of the Recorder of Deeds. For final submittal the record plat shall be on tracing cloth or reproducible Mylar, together with copies of deed restrictions which are required by ordinance, where such are too lengthy to be shown on the plat, shall be submitted to the administrative officer for his review and then to the Planning Commission for their review and recommendation and then to the City Council for final approval. If more than one sheet is required, a key map on sheet number one, showing the entire subdivision at a reduced scale shall be provided. The developer shall submit to the administrative officer such number of copies of the record plat as is required by the administrative rules. The record plat shall show and be accompanied by the following information:

1. Completed application, fee and the names and address of the legal owners of record of property located within 185 feet of the subject site on mailing labels (public hearing required for minor subdivisions).
2. A Public Hearing is required (see page 48). The applicant must post a sign informing the general public of a public hearing regarding the applicant's request. The sign shall be four feet by four feet (4' X 4') in size, and shall be placed on the property on which the request is subject to. The sign shall be erected at least fifteen (15) days prior to the scheduled hearing date. The copy on the sign shall be legible with lettering no less than four (4) inches in height and not less than one (1) inch in width. **THE APPLICANT IS REQUIRED TO SUBMIT A DATE STAMPED PHOTO OF THE SIGN, SHOWING A TAPE MEASURE INDICATING THE LETTERS ARE NOT LESS THAN FOUR INCHES (4") IN HEIGHT AND NOT LESS THAN ONE INCH (1") IN WIDTH PRIOR TO THE MEETING. THE SIGN MUST BE REMOVED WITHIN TWO DAYS FOLLOWING THE FINAL PUBLIC HEARING.**
3. North arrow and graphic scale.
4. The boundary lines within and the boundary lines of the subdivision with accurate distances and bearings; also in section, U.S. Survey, congressional, township, and range lines; and the boundary lines of any legally established district within or adjacent to or abutting on the subdivision.
5. All survey monuments, together with their descriptions.

6. The lines of all proposed streets and alleys with their names and widths.
7. All lot lines and an identification system for all lots and blocks.
8. An accurate delineation of any property offered or required for dedication to public use.
9. The boundary lines and zoning classification of all adjoining lands where it intersects or touches the subdivision boundary, and the right-of-way lines of adjacent streets and alleys with their names and widths.
10. The line of departure of one street from another.
11. If the tract is over three (3) acres, a Tree Preservation Plan is required per our Tree Preservation code.
12. All existing and new building lines and easements for rights-of-way provided for public use, service, or utilities, with figures showing their dimensions, and listing uses that are being provided.
13. All dimensions and bearings, both line and angular, radii, and arcs, necessary for locating the boundaries of the subdivision, blocks, lots, streets, alleys, easements, building lines, and any other areas for public or private use. The linear dimensions are to be expressed in feet and hundredths of a foot.
14. Area in square feet for each lot or parcel on the plat if less than one acre, and in acres and tenths of an acre if one acre or more in area into which the tract is proposed to be subdivided.
15. The name of the subdivision and description of property subdivided, showing its location and area. If the subdivision is developed under special procedures of the Zoning Ordinance, the plat shall specify the appropriate development procedure.
16. Certification by a Registered Land Surveyor or Professional Engineer to the effect that the plat represents a survey made by him, and that the locations of all required survey monuments, installed or to be installed, are correctly shown thereon. The month and year during which the survey was made shall also be shown.
17. Acknowledgment of the owner or owners regarding plat and all restrictions and conditions affecting property platted, to include dedications and private restrictions.
18. Designation of all areas to be used for other than residential lots and their proposed use.
19. Delineation of areas within or adjacent to the tract that are subject to periodic inundation or within a Flood Plain Zoning District or any other flood hazard area.
20. A certificate shall be submitted to the administrative officer showing that there are no delinquent taxes outstanding.
21. Provide quantity and cost estimates for all Planned Improvements. The estimate shall be reviewed and the City requires an Escrow Agreement.

Community Development Department
City of Arnold
2101 Jeffco Blvd.
Arnold, MO 63010
636-282-2378
636-282-6677 Fax



DISPLAY HOUSE PLAT

File Number _____

\$120.00 Fee - Paid _____

APPLICANT/CONTRACT PURCHASER

OWNER:

Name

Name

Address, City, State, Zip

Address, City, State, Zip

Telephone Number

Telephone Number

Facsimile Number

Facsimile Number

Subdivision Name

Date of Approval

Number of Lots Approved

Property Address (or nearest intersection)

Zoning of Property

Number of Lots

Date of Application

Meeting Date Targeting

Signature of Applicant and/or Owner

Contact Person (please print)

Phone: _____

Email: _____

DISPLAY HOUSE PLAT MINIMUM SUBMITTAL REQUIREMENTS

Initially submit ten (10) sets of plans 15 days prior to the Planning Commission meeting you wish to be on. Following are the requirements governing display house plats for review. These plans will be reviewed internally and comments given to the applicant. Revised plans must then be resubmitted including 15 reduced 11" by 17" sets of plans along with five full size sets of plans.

1. Completed application and fee.
2. Name of subdivision, date of approval by the City Council, number of lots approved, and file number of the subdivision for which the display houses will be built.
3. There may be three display houses for every twenty (20) houses proposed, not to exceed ten (10) display houses.
4. The Display House Plat shall include a complete out ground survey of the proposed subdivision, and the location of each display house in relation to proposed lots.
5. The script of said Display House Plat shall contain terms and conditions as required by the Commission including, but not limited to, the following:
 - The Display House Plat shall be recorded in the office of the Jefferson County Recorder of Deeds prior to issuance of a building permit for any display house.
 - The Display House Plat shall become null and void upon the recording of a record plat, which established that each display house is on an approved lot.
 - No part of the proposed subdivision may be conveyed, nor an occupancy permit issued for any structure therein until the display house of houses have been located on an approved lot.
 - If initial construction of a display house has not commenced within sixty (60) days, the Commission's approval shall lapse and the Display House Plat shall be null and void.

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GRADING / EROSION AND SEDIMENT CONTROL PLAN REVIEW AND PERMIT APPLICATION

File Number _____

\$200.00 Fee - Paid _____

APPLICANT

OWNER

Name

Name

Address, City, State, Zip

Address, City, State, Zip

Telephone Number

Telephone Number

Facsimile Number

Facsimile Number

Arnold Business License Number

Arnold Business License Number

Property Address (or nearest intersection)

\$ _____
Site Cost Estimate Total (Attach Estimate)

CERTIFIED CONTRACTOR:

Name

Contact Name (please print)

Company Name

Phone

Certified in Land Disturbance? Yes / No

Email

Through Which Agency? (Provide Copy)

Date of Application

Signature of Applicant or Owner

GRADING / EROSION AND SEDIMENT CONTROL PLAN MINIMUM SUBMITTAL REQUIREMENTS

A grading/erosion and sediment control plan shall be submitted with the application and fee. All sites with land disturbance of ½ acre or more requires a permit. For residential or commercial subdivisions refer to “Improvement Plans Minimum Submittal Requirements”. Plans submitted for a subdivision (commercial or residential) must conform to the plans approved by the Planning Commission and City Council. Any deviation from the approved plans will require Planning Commission and City Council approval for the change. The plan must show the following information:

1. Application and fee.
2. Size of the plans must be 24” by 36” with a scale of no less than 1” = 40’.
3. Name of subdivision, date of approval by the City Council, number of lots approved, and file number of the subdivision.
4. The plan must be certified and prepared by, or under the direct supervision of a registered Professional Engineer, licensed in the State of Missouri. Regardless, a Professional Engineer must seal and sign the plans.
5. A vicinity map drawn to scale of not less than two thousand (2,000) feet equals one inch, showing the relationship of the site to its general surroundings.
6. The address or legal description of tract of land, and the following names and addresses:
 - i. The record owner or owners of the tract.
 - ii. The party who prepared the plat.
 - iii. The party for whom the plat was prepared.
 - iv. The engineer and the land surveyor who designed improvements and surveyed the tract or such part thereof as is subdivided.
7. The erosion and sediment control plan shall be prepared at a scale not less than fifty (50) feet equals one inch or at a scale indicated based on the information provided.
8. The existing and proposed contours at two (2) foot intervals for the subject property, extending offsite 150 feet minimum for proper design of proposed improvements.
9. The location of existing and proposed property lines, streets, sinkholes, area within the tract subject to inundation by storm water, railroads, easements of record and other significant natural features such as wooded areas, pasture land, rock formations, creeks and ponds or lakes with surface area and elevation shown thereon.
10. If the tract is over three (3) acres, a Tree Preservation Plan is required per our Tree Preservation code.

11. The location of all existing and proposed storm water facilities such as inlets, manholes, culvert pipes, bridges or channels, erosion control devices, and storm water detention facilities.
12. Provide Cut/Fill calculations. Should grading operations involve haul-on or haul-off of material, applicant shall identify what routes are proposed for use and the anticipated volume of truck traffic.
13. The developer shall not enclose creeks and shall not disturb any land with slopes greater than 45%.
14. Developer shall provide a geotechnical report addressing the integrity, erosion and siltation control of all slopes steeper than 3 horizontal to 1 vertical (3:1 slope).
15. The location of temporary entrance, wash down area and parking.
16. The Developer shall submit a schedule or phasing plan that shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas and the sequence of clearing, installation of temporary sediment control measures, installation of storm drainage, paving streets and parking areas and establishment of temporary and permanent vegetative cover.
17. Provide quantity and cost estimates for all grading and erosion control. The estimate shall be reviewed and an Escrow Agreement is required by the City.
18. Each application shall include a statement that any land clearing, construction, or development involving the movement of earth shall be in accordance with the Erosion and Sediment Control Plan and that a certified contractor shall be on site when construction or grading activity takes place.
19. Refer to Chapter 5, Article VII, Section 5-160 thru 5-162 for complete list of requirements.
20. See acceptable menu of best management practices (BMP's) for erosion and sediment control during construction, St Louis County Missouri Sediment and Erosion Control Manual pages 42-89 with Standard Drawings.
21. Provide documentation of coordination with other public utilities and government agencies, as needed.
22. Additional information as may be necessary to process the grading permit.

Community Development Department
City of Arnold
2101 Jeffco Blvd.
Arnold, MO 63010
636-282-2378
636-282-6677 Fax



IMPROVEMENT PLAN REVIEW AND PERMIT APPLICATION

File Number _____ Fee for Subdivisions: \$600.00 plus 1/2% Site Development Cost _____
Fee for Commercial Site: N/C

APPLICANT

Name

Address, City, State, Zip

Telephone Number

Facsimile Number

Arnold Business License Number

OWNER

Name

Address, City, State, Zip

Telephone Number

Facsimile Number

Arnold Business License Number

Subdivision Name _____
Date of Approval _____
Number of Lots Approved

Property Address (or nearest intersection) \$ _____
Site Development Cost

Signature of Applicant and/or Owner

Contact Person (please print)

Date of Application

Phone: _____

Email: _____

**Additional Information Required
Prior to Construction**

Grading Contractor

Company Name and Contact

Address, City, State, Zip

Telephone Number

Facsimile Number

Arnold Business License Number

Paving Contractor

Company Name and Contact

Address, City, State, Zip

Telephone Number

Facsimile Number

Arnold Business License Number

Missouri DNR

General Operating Permit Number
(Land Disturbance and Storm Water)

Sanitary Sewer Contractor

Company Name and Contact

Address, City, State, Zip

Telephone Number

Facsimile Number

Arnold Business License Number

Storm Sewer Contractor
(if different from Sanitary)

Company Name and Contact

Address, City, State, Zip

Telephone Number

Facsimile Number

Arnold Business License Number

Sewer Permit Number
(Construction of Sanitary Sewer)

Local Agencies

Fire District Permit Number*

Water District Permit Number*

MoDOT Permit Number*

**Or copy of Approval Letter / Date*

Other Permits

Corp – 404 Permit Number
(if required)

IMPROVEMENT PLANS MINIMUM SUBMITTAL REQUIREMENTS

After the preliminary plat is approved, improvement plans, prepared by a Professional Engineer, for the subdivision of the entire tract, or any section if the developer sectionalizes the tract, shall be submitted for review to the administrative officer along with an application and fee. Improvement plans shall be prepared on an exhibit twenty-four (24) inches by thirty-six (36) inches and shall contain the following information:

1. Application and fee.
2. **The information required for a grading permit shall also be required for improvement plans if a separate grading permit has not been issued. See Grading Plans requirements.**
3. Name of subdivision, date of approval by the City Council, number of lots approved, and file number of the subdivision.
4. The improvement plans must be certified and prepared by, or under the direct supervision of a registered Professional Engineer, licensed in the State of Missouri. Regardless, a Professional Engineer must seal and sign the plans.
5. A vicinity map drawn to scale of not less than two thousand (2,000) feet equals one inch, showing the relationship of the site to its general surroundings.
6. Title page, which shall include key map showing the relationship of the area to be subdivided to the tract and which shall reflect areas of the tract previously subdivided plus adjacent streets.
7. North arrow and graphic scale.
8. Title block showing name and address of developer and engineering firm, as well as the engineer's seal.
9. One (1) or more bench marks, in or near the subdivision, to which the subdivision is referenced. The identify and elevation shall be based on sea level datum.
10. List of the standards and specifications followed, citing volume, section, page, or other references.
11. Paving details conforming to City of Arnold standard specifications.
12. Detail of all existing and proposed topography including: streets, sanitary sewers, drainage channels, storm sewers and detention facilities.
13. Plans and profiles of streets and sewers, scale not less than one (1) inch equals one hundred (100) feet horizontal; and one (1) inch equals ten (10) feet vertical.

14. Existing and proposed survey monuments on street plan or on submitted copy of plans to be on proposed record plat.
15. Additional information as may be necessary to process the improvement plans.
16. If the tract is over three (3) acres, a Tree Preservation Plan is required per our Tree Preservation code.
17. Submit an estimate of costs of each improvement, including both materials and labor.

Community Development Department
City of Arnold
2101 Jeffco Blvd.
Arnold, MO 63010
636-282-2378
636-282-6677 Fax



COMMERCIAL SITE PLAN APPLICATION

File Number _____ \$300.00 plus ½% Site Development Cost Fee - Paid _____

APPLICANT/CONTRACT PURCHASER

OWNER

Name

Name

Address, City, State, Zip

Address, City, State, Zip

Telephone Number

Telephone Number

Facsimile Number

Facsimile Number

Property Address (or nearest intersection)

Zoning of Property

Sanitary District

Water District

Fire District

Telephone Number

Telephone Number

Telephone Number

Date of Application

Meeting Date Targeting

Signature of Applicant and/or Owner

Contact Person (please print)

Phone: _____

Email: _____

COMMERCIAL SITE PLAN REVIEW MINIMUM SUBMITTAL REQUIREMENTS

Submit ten (10) full size (24" x 36") sets of plans (one for Fire Department, one for Public Works, one for Water Department, one for sewer department, one for school district, one for the engineer and one for planning) containing the below information, application and fee no later than twenty-seven (27) calendar days before the Planning Commission meeting you wish to be on. These plans will be reviewed internally and comments given to the applicant. Revised plans must then be resubmitted including 15 reduced 11" by 17" sets of plans along with five full size sets of plans.

1. Completed application and fee.
2. **A grading permit is required for all commercial improvement plans. See grading permit requirements. Detailed engineering will be required to the grading plan stage.**
3. The name proposed for the project, date of submission, and the following names, addresses and telephone numbers:
 - The record owner or owners of the tract.
 - The party who prepared the plat.
 - The party for whom the plat was prepared.
 - The engineer and/or the land surveyor who designed the improvements and surveyed the tract and their seal and signature.
4. Method and detailed plans for storm water and sanitary sewer.
5. Site plan, prepared by a Register Land Surveyor or Professional Engineer, indicating location of proposed improvements, including, but not limited to:
 - North arrow and scale – not more than one inch equals 60 feet
 - Building setbacks including buffer strips if applicable;
 - Existing and proposed contours at two foot intervals;
 - Size of lot, indicating the amount covered by building, the amount covered by parking and impervious material, the amount used for detention (if any), and the amount in landscaped area.
 - Building (s);
 - Parking lot layout;
 - Parking space dimensions;
 - Loading space location and dimension;
 - Dumpster location and method of screening;
 - Landscape plant material location, type and size;
 - Light standard location and height;
 - Fire lanes;
 - Sign location and height;
 - Access lanes and dimensions of lanes;
 - Ingress and egress points and widths;
 - Ingress and egress points across the right-of-way from proposed project; and

- Adjacent properties, their zoning, and any improvements located within 200 feet of the property.
- 6. If the tract is over three (3) acres, a Tree Preservation Plan is required per our Tree Preservation code.
- 7. Scaled elevations of all building facades must be submitted indicating
 - Materials used and location;
 - Color of material;
 - Window location;
 - Door location;
 - Location of signage proposed on building;
 - Mechanical equipment location and method of screening; and
 - Exterior light location on buildings.

Community Development Department
City of Arnold
2101 Jeffco Blvd.
Arnold, MO 63010
636-282-2378
636-282-6677 Fax



CONDITIONAL USE PERMIT APPLICATION

File Number _____

\$400.00 Fee - Paid _____

APPLICANT/CONTRACT PURCHASER

OWNER

Name

Name

Address, City, State, Zip

Address, City, State, Zip

Telephone Number

Telephone Number

Facsimile Number

Facsimile Number

Property Address (or nearest intersection)

Zoning of Property

Proposed Use:

Adjacent Zoning/Uses:

North

South

East

West

Date of Application

Meeting Date Targeting

Signature of Applicant

Signature of Owner

Contact Person (please print)

Phone: _____

Email: _____

CONDITIONAL USE PERMIT MINIMUM SUBMITTAL REQUIREMENTS

The process for a conditional use permit review and approval involves public hearings before the Planning Commission and City Council. To be placed on the Planning Commission meeting agenda, the following must be submitted no later than twenty-seven (27) calendar days before the meeting date you wish to be on.

1. Completed application and fee.
2. Name and address, on mailing labels, of current property owners within 185 feet of all boundaries of the proposed site.
3. Ten (10) sets of a preliminary commercial/development site plan, prepared by a Registered Land Surveyor or Professional Engineer, indicating location of proposed/existing improvements, including, but not limited to the following information:
 - The name proposed for the project, date of submission
 - The following names, addresses, and telephone numbers of the record owner or owners of the tract, the party who prepared the plat, the party for whom the plat was prepared and the Professional Engineer and/or the Registered Land Surveyor who designed the improvements and surveyed the tract and their seal and signature.
 - North arrow and scale – not more than one inch equals 60 feet
 - Building setbacks including buffer strips if applicable;
 - All existing and proposed easements;
 - Existing and proposed contours at two foot intervals;
 - Size of lot, indicating the amount covered by building, the amount covered by parking and impervious material, the amount used for detention (if any), and the amount in landscaped area.
 - Building (s);
 - Parking lot layout including the total number of spaces provided, the number of spaces assigned to each use, and the number of spaces for the proposed use.
 - Indicate if there is a deficiency in the number of spaces available.
 - Parking space dimensions;
 - Loading space location and dimension;
 - Dumpster location and method of screening;
 - Landscape plant material location, type and size;
 - Light standard location and height;
 - Fire lanes;
 - Sign location and height;
 - Access lanes and dimensions of lanes;
 - Ingress and egress points and widths;
 - Ingress and egress points across the right-of-way from proposed project; and
 - Adjacent properties, their zoning, and any improvements located within 200 feet of the property,
5. Method and details of storm water control and sanitation.

6. If the tract is over three (3) acres, a Tree Preservation Plan is required per our Tree Preservation code.
7. Scaled elevations of all building facades must be submitted indicating
 - ❑ Materials used and location;
 - ❑ Color of material;
 - ❑ Window location;
 - ❑ Door location;
 - ❑ Location of signage proposed on building;
 - ❑ Mechanical equipment location and method of screening; and
 - ❑ Exterior light location on buildings.
8. Written responses to the following criteria for review of a conditional use:
 - a. Such development or use is deemed consistent with good planning practice.
 - b. The development or use can be operated in a manner that is not detrimental to the permitted developments and uses in the district.
 - c. The development or use can be developed and operated in a manner that is visually compatible with the permitted uses in the surrounding area.
 - d. The development or use is deemed essential or desirable to preserve and promote the public health, safety, and general welfare of the City or Arnold.
9. A Public Hearing is required (see page 48). The applicant must post a sign informing the general public of a public hearing regarding the applicant's request. The sign shall be four feet by four feet (4' X 4') in size, and shall be placed on the property on which the request is subject to. The sign shall be erected at least fifteen (15) days prior to the scheduled hearing date. The copy on the sign shall be legible with lettering no less than four (4) inches in height and not less than one (1) inch in width. **THE APPLICANT IS REQUIRED TO SUBMIT A DATE STAMPED PHOTO OF THE SIGN, SHOWING A TAPE MEASURE INDICATING THE LETTERS ARE NOT LESS THAN FOUR INCHES (4") IN HEIGHT AND NOT LESS THAN ONE INCH (1") IN WIDTH PRIOR TO THE MEETING. THE SIGN MUST BE REMOVED WITHIN TWO DAYS FOLLOWING THE FINAL PUBLIC HEARING.**

Community Development Department
City of Arnold
2101 Jeffco Blvd.
Arnold, MO 63010
636-282-2378
636-282-6677 Fax



PLANNED RESIDENTIAL DEVELOPMENT APPLICATION

File Number _____

\$240.00 Fee - Paid _____

APPLICANT/CONTRACT PURCHASER

OWNER

Name

Name

Address, City, State, Zip

Address, City, State, Zip

Telephone Number

Telephone Number

Facsimile Number

Facsimile Number

Property Address (or nearest intersection)

Zoning of Property

Adjacent Zoning

North

South

East

West

Date of Application

Meeting Date Targeting

Signature of Applicant

Signature of Owner

Contact Person (please print)

Phone: _____

Email: _____

PLANNED RESIDENTIAL DEVELOPMENT PROCESS MINIMUM SUBMITTAL REQUIREMENTS

Submit ten (10) full size (24"x 36") sets of plans (one for Fire Department, one for Public Works, one for Water Department, one for sewer department, one for school district, one for the engineer and one for planning) containing the below information, application and fee no later than twenty-seven (27) calendar days before the Planning Commission meeting you wish to be on. These plans will be reviewed internally and comments given to the applicant. Revised plans must then be resubmitted including 15 reduced 11" by 17" sets of plans along with five full size sets of plans.

1. Completed application, fee and the names and mailing address of the legal owners of record of property located within 185 feet of the subject site on mailing labels.
2. Written response to the following criteria for review of a zone change application:
 - a) The residential development proposal is consistent with good planning practice.
 - b) The residential development proposal is consistent with good site planning.
 - c) The residential development proposal can be operated in a manner that is not detrimental to the permitted uses in the surrounding area.
 - d) The residential development proposal is complimentary to the City of Arnold.
 - e) The residential development proposal is deemed desirable to promote the general welfare of the City of Arnold.

A Missouri licensed Professional Engineer or Registered Land Surveyor must prepare and seal the plans at a scale of one-inch equals twenty feet to one-inch equals one hundred feet. The sheets must be numbered in sequence if more than one sheet and must contain the following information:

3. The name proposed for the tract or such part thereof as is proposed to be subdivided, date of submission, and the following names and addresses:
 - The record owner or owners of the tract.
 - The party who prepared the plat.
 - The party for whom the plat was prepared.
 - The engineer and the land surveyor who will design improvements and survey the tract or such part thereof as is proposed to be subdivided.
4. The location of the tract in relation to the surrounding area.
5. The location of the tract in relation to the city limits.
6. Certification by a registered Land Surveyor or Engineer who prepared the plat, specifying that the plat is an accurate representation of all existing and proposed land subdivision.
7. The location of all existing structures within the tract proposed to remain.
8. Wooded areas within the tract and within two hundred feet thereof.
9. If the tract is over three (3) acres, a Tree Preservation Plan is required per our Tree Preservation code.

10. EXISTING FEATURES

- ❑ All existing streets, roads, access easements (label street names)
- ❑ Wet and dry weather watercourses,
- ❑ Existing easements,
- ❑ Existing grades of the site and extending 200 feet beyond the site. U.S.G.S. data is acceptable.
- ❑ Water bodies, streams,
- ❑ Areas subject to inundation by storm water, drainage ditches,
- ❑ Pertinent features (man made and natural) such as sink holes, railroads, parks, cemeteries, bridges, culverts, basins,
- ❑ Zoning classification of subject tract and of those within 200 feet of subject tract.
- ❑ Slopes in excess of 3:1,
- ❑ Ownership data of property within 200 feet of subject tract
- ❑ Utility poles, utility boxes, etc.

11. PROPOSED IMPROVEMENTS/FEATURES

- ❑ Location of proposed streets, alleys, public ways, rights-of-way
 - ❑ All easements
 - ❑ Proposed grades at two foot intervals
 - ❑ Building setback lines, and their locations and dimensions
 - ❑ Drainage/detention/retention areas
 - ❑ Areas of all existing or proposed lots and property lines.
 - ❑ Include all contiguous holdings of the owner, and its' affiliates indicating those portions to be subdivided.
12. Details of typical roadway section; typical lot detail with building lines, easements, etc. and City standard design speed, Ksag, Kcrest and horizontal design.
13. A north arrow and graphic scale.
14. Direction of and approximate distance to the nearest existing major street intersection including sight triangle at all intersections with public streets.
15. The location of the property by U.S. Survey, Township, Range, survey lot, and county.
16. The approximate area of the tract stated in tenths of an acre.
17. The location and dimension of all boundary lines of the tract.
18. The location and dimensions of all property to be set aside for park or playground use, or other public or private reservations, with designations of the purpose thereof, and conditions, if any, of dedication or reservation.
19. The results of any on site tests if done made to ascertain subsurface rock and soil conditions and the water table.
20. If retaining walls are proposed, indicate top and toe of wall.
21. Proposed type of treatment or method of sewage disposal to include name or location of trunk and lateral line or qualified treatment system.

22. Show existing and proposed utilities/services and proposed connections including fire hydrant locations, storm water, water, electric, gas, cable, telephone.
23. Provide a drainage area map for the site, even if a phased project is proposed.
24. Any proposed alterations, adjustment, or change in the elevation or topography in the Flood Plain Zoning District or any other official city map for determination of flood hazard areas.
25. If the developer intends to subdivide any portion of the parcel into a multiple-dwelling unit subdivision, nonresidential subdivision, or a subdivision being developed under a special use procedure section of the Zoning Ordinance, then the preliminary plat shall, in addition, include the following information:
 - ❑ Gross area of tract.
 - ❑ Area of streets.
 - ❑ Net area of tract.
 - ❑ Maximum number of units allowed.
 - ❑ Maximum number of units proposed.
 - ❑ Parking ratio.
 - ❑ Distances between structures.
26. Fire District comments must be provided prior to preliminary plat approval for developments: containing 100 lots and over that have a single ingress and egress; and where variances are requested for pavement reduction, maximum cul-de-sac lengths, and number or units or lots served on a cul-de-sac.
27. General Notes that are required on the preliminary plat:
 - a. All proposed improvements shall be designed, constructed, tested, and inspected in accordance with City of Arnold Standards.
 - b. All grading, drainage, detention, and erosion control shall be in conformance with City of Arnold Standards.
 - c. All proposed right-of-way and easements shall be in accordance with City of Arnold requirements. All right-of-way and easements shall be finalized on the Record Plat.
 - d. All street lighting and traffic control devices shall conform to City of Arnold Standards.
 - e. Substantial changes in the improvement plans from the approved preliminary plat must receive approval by the Planning Commission and City Council. Proposed variances shall be forwarded to the Board of Adjustment, Planning Commission, and/or City Council for their review and approval prior to final improvement plans.
 - f. The following documents are required to be presented with improvement/grading plans if required by Staff, the Planning Commission or the City Council:
 - ❑ Verification of sight distance at all access points along public and private streets.
 - ❑ Verification of compliance with MoDOT. (Approval and permit)
 - ❑ Proof of compliance with State of Missouri Land Disturbance.
 - ❑ Proof of compliance with US Army Corps of Engineers.

- ❑ Detention Basin study and report, signed, sealed and dated by a Professional Engineer.
- ❑ Flood Plain Study, signed, sealed and dated by a Registered Land Survey.
- ❑ Geotechnical Study and Report, signed, sealed, and dated by a Professional Engineer.
- ❑ Traffic Study and Report, signed, sealed, and dated by a Professional Engineer.

28. A Public Hearing is required (see page 48). The applicant must post a sign informing the general public of a public hearing regarding the applicant’s request. The sign shall be four feet by four feet (4’ X 4’) in size, and shall be placed on the property on which the request is subject to. The sign shall be erected at least fifteen (15) days prior to the scheduled hearing date. The copy on the sign shall be legible with lettering no less than four (4) inches in height and not less than one (1) inch in width. **THE APPLICANT IS REQUIRED TO SUBMIT A DATE STAMPED PHOTO OF THE SIGN, SHOWING A TAPE MEASURE INDICATING THE LETTERS ARE NOT LESS THAN FOUR INCHES (4”) IN HEIGHT AND NOT LESS THAN ONE INCH (1”) IN WIDTH PRIOR TO THE MEETING. THE SIGN MUST BE REMOVED WITHIN TWO DAYS FOLLOWING THE FINAL PUBLIC HEARING**

MUST BE SIGNED BELOW:

By signing below, I _____ acknowledge that the above items
 (Print Name)
 have been included on the plans and further acknowledge that items missing could lead to the removal of the project from the Planning Commission agenda.

 Signature

 Address

 City, State, Zip

 Telephone

 Fax

 Date

Community Development Department
City of Arnold
2101 Jeffco Blvd.
Arnold, MO 63010
636-282-2378
636-282-6677 Fax



ZONING / REZONING APPLICATION

File Number _____

\$400.00 Fee - Paid _____

APPLICANT/CONTRACT PURCHASER

OWNER

Name

Name

Address, City, State, Zip

Address, City, State, Zip

Telephone Number

Telephone Number

Facsimile Number

Facsimile Number

Property Address (or nearest intersection)

Zoning of Property

Proposed Zoning

Adjacent Zoning

North

South

East

West

Date of Application

Meeting Date Targeting

Signature of Applicant

Signature of Owner

Contact Person (please print)

Phone: _____

Email: _____

ZONE CHANGE (REZONING) MINIMUM SUBMITTAL REQUIREMENTS

When requesting a zone change, the following information must be submitted no later than twenty-seven (27) calendar days prior to the Planning Commission meeting you wish to be on.

1. Completed application, fee and the names and mailing address of the legal owners of record of property located within 185 feet of the subject site on mailing labels.
2. Written response to the following criteria for review of a zone change application:
 - The extension of an existing boundary where said change will not be detrimental and where it is shown that such changes are necessary for public convenience or necessity.
 - There has been significant change in the area to warrant a change in zoning classification.
 - It is shown that a mistake was made in the original zoning map.
 - A change that would make the zoning classification reflects the proposed use in the Land Use Plan of the City of Arnold.
 - Other changes where it is shown to be in the best interests for the health, safety, and welfare of the citizens of the City of Arnold.
3. Three (3) sets of plans indicating the following:
 - a) The location of the tract in relation to the city limits.
 - b) The location of the tract in relation to the surrounding area.
 - c) The approximate location of all existing structures and wooded areas within the site.
 - d) All existing streets, roads, easements, wet and dry weather watercourses, water bodies, streams, areas subject to inundation by storm water, other pertinent features such as sink holes, railroad, parks, cemeteries, drainage ditches, bridges and other significant physical features within the tract.
 - e) A north arrow and graphic scale.
 - f) Direction of and approximate distance to the nearest existing major street intersection.
 - g) The following names, addresses, and telephone numbers:
 - The record owner or owners of the tract.
 - The party who prepared the plat.
 - The party for whom the plat was prepared.
 - The engineer and the land surveyor who surveyed the tract.
 - h) The location of the property by U.S. Survey, Township, Range, survey lot, and county.
 - i) The approximate area of the tract stated in tenths of an acre.
 - j) The location and dimension of all boundary lines of the tract.
 - k) Sufficient contour data to indicate the slope and drainage of the tract and the high and low points thereof.

4. A Public Hearing is required (see page 48). The applicant must post a sign informing the general public of a public hearing regarding the applicant's request. The sign shall be four feet by four feet (4' X 4') in size, and shall be placed on the property on which the request is subject to. The sign shall be erected at least fifteen (15) days prior to the scheduled hearing date. The copy on the sign shall be legible with lettering no less than four (4) inches in height and not less than one (1) inch in width. **THE APPLICANT IS REQUIRED TO SUBMIT A DATE STAMPED PHOTO OF THE SIGN, SHOWING A TAPE MEASURE INDICATING THE LETTERS ARE NOT LESS THAN FOUR INCHES (4") IN HEIGHT AND NOT LESS THAN ONE INCH (1") IN WIDTH PRIOR TO THE MEETING. THE SIGN MUST BE REMOVED WITHIN TWO DAYS FOLLOWING THE FINAL PUBLIC HEARING.**

Community Development Department
City of Arnold
2101 Jeffco Blvd.
Arnold, MO 63010
636-282-2378
636-282-6677 Fax



PLANNING COMMISSION VARIANCE AND APPEALS APPLICATION

File Number _____

\$200.00 Fee - Paid _____

APPLICANT/CONTRACT PURCHASER

OWNER

Name

Name

Address, City, State, Zip

Address, City, State, Zip

Telephone Number

Telephone Number

Facsimile Number

Facsimile Number

Property Address (or nearest intersection)

Zoning of Property

Adjacent Zoning/Uses:

North

South

East

West

Requested Variance/Section of Code _____

Date of Application

Meeting Date Targeting

Signature of Applicant and/or Owner

Contact Person (please print)

Phone: _____

Email: _____

VARIANCES / APPEALS BEFORE THE PLANNING COMMISSION MINIMUM SUBMITTAL REQUIREMENTS

Variance requests to the Subdivision Code, except for the Storm Water and Erosion Control Ordinance, shall be made to the Planning Commission. Official **Appeals requests** to the Planning Commission for fence, tree preservation or other, does not require notification or public hearing. The following must be submitted no later than twenty-seven (27) calendar days before the meeting you wish to be on.

1. Completed application, fee and the names and mailing address of the legal owners of record of property located within 185 feet of the subject site on mailing labels.
2. A plan, if needed or required, to sufficiently indicate the variance requested.
3. Written petition stating the basis for such appeal, the specific relief sought, and responses to the following:
 - The granting of the variance will not be detrimental to the public safety, health, or welfare or injurious to other property or improvements in the neighborhood in which the property is located.
 - The conditions upon which the request for a variance is based are unique to the property to which the variance is sought, and are not applicable generally to other property.
 - Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the letter of these regulations are carried out.
4. A Public Hearing is required (see page 48). The applicant must post a sign informing the general public of a public hearing regarding the applicant's request. The sign shall be four feet by four feet (4' X 4') in size, and shall be placed on the property on which the request is subject to. The sign shall be erected at least fifteen (15) days prior to the scheduled hearing date. The copy on the sign shall be legible with lettering no less than four (4) inches in height and not less than one (1) inch in width. **THE APPLICANT IS REQUIRED TO SUBMIT A DATE STAMPED PHOTO OF THE SIGN, SHOWING A TAPE MEASURE INDICATING THE LETTERS ARE NOT LESS THAN FOUR INCHES (4") IN HEIGHT AND NOT LESS THAN ONE INCH (1") IN WIDTH PRIOR TO THE MEETING. THE SIGN MUST BE REMOVED WITHIN TWO DAYS FOLLOWING THE FINAL PUBLIC HEARING.**

Community Development Department
City of Arnold
2101 Jeffco Blvd.
Arnold, MO 63010
636-282-2378
636-282-6677 Fax



BOARD OF ADJUSTMENT VARIANCE APPLICATION

File Number _____

\$400.00 Fee - Paid _____

APPLICANT/CONTRACT PURCHASER

OWNER

Name

Name

Address, City, State, Zip

Address, City, State, Zip

Telephone Number

Telephone Number

Facsimile Number

Facsimile Number

Property Address (or nearest intersection)

Zoning of Property

Adjacent Zoning/Uses: _____
North South East West

Requested Variance/Section of Code _____

Date of Application

Meeting Date Targeting

Signature of Applicant and/or Owner

Contact Person (please print)

Phone: _____

Email: _____

VARIANCES BEFORE THE BOARD OF ADJUSTMENT MINIMUM SUBMITTAL REQUIREMENTS

Appeals for variances to the Zoning Code and the Storm Water and Erosion Control Ordinance, shall be made to the Board of Adjustment. The following must be submitted no later than twenty-seven (27) calendar days before the meeting you wish to be on.

1. Completed application, fee and the names and address of the legal owners of record of property located within 185 feet of the subject site on mailing labels.
2. A plan, if needed or required, to sufficiently indicate the variance requested.
3. Written petition stating the basis for such appeal, the specific relief sought, and responses to the following:
 - The granting of the variance will not be detrimental to the public safety, health, or welfare or injurious to other property or improvements in the neighborhood in which the property is located.
 - The conditions upon which the request for a variance is based are unique to the property to which the variance is sought, and are not applicable generally to other property.
 - Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the letter of these regulations are carried out.
4. A Public Hearing is required (see page 48). The applicant must post a sign informing the general public of a public hearing regarding the applicant's request. The sign shall be four feet by four feet (4' X 4') in size, and shall be placed on the property on which the request is subject to. The sign shall be erected at least fifteen (15) days prior to the scheduled hearing date. The copy on the sign shall be legible with lettering no less than four (4) inches in height and not less than one (1) inch in width. **THE APPLICANT IS REQUIRED TO SUBMIT A DATE STAMPED PHOTO OF THE SIGN, SHOWING A TAPE MEASURE INDICATING THE LETTERS ARE NOT LESS THAN FOUR INCHES (4") IN HEIGHT AND NOT LESS THAN ONE INCH (1") IN WIDTH PRIOR TO THE MEETING. THE SIGN MUST BE REMOVED WITHIN TWO DAYS FOLLOWING THE FINAL PUBLIC HEARING.**

BOUNDARY ADJUSTMENT / CONSOLIDATION PLAT SUBMITTAL REQUIREMENTS

Recording of a subdivision plat shall not be required in case of the sale or exchange of parcels of land between owners of adjoining properties for the purpose of adjustments in boundaries, provided that additional lots shall not thereby be created, that the original lots shall not be reduced below the minimum sizes required by this ordinance or the Zoning Ordinance, that the administrative officer shall have approved such adjustments of boundaries, and that a survey of the adjustments of boundaries is recorded with the Recorder of Deeds of Jefferson County.

A boundary adjustment is a staff review and approval. Submit four (4) full size plans, prepared by a registered land surveyor or Professional Engineer at a convenient scale of one inch equals twenty feet to one inch equals two hundred feet and shall be of such size as is acceptable for filing in the office of the Recorder of Deeds, indicating the following information:

1. Completed application and fee;
2. North arrow and graphic scale;
3. The boundary lines within and the boundary lines of the subdivision with accurate distances and bearings; also in section, U.S. Survey, congressional, township, and range lines; and the boundary lines of any legally established districts within or adjacent to or abutting on the subdivision;
4. All survey monuments, together with their descriptions;
5. Title of new subdivision due to boundary adjustment;
6. All permanent structures and improvements;
7. Zoning of parcels;
8. Original lots, sizes and legal description;
9. New lots indicating their numbers, legal description (also in written form on plat) and size;
10. All existing and proposed easements;
11. Signatures blocks for all involved (owners, lien holders, etc.)

PUBLIC HEARING NOTIFICATION REQUIREMENT

Each applicant shall construct a sign to inform the general public of a public hearing regarding the applicant's request. The sign shall be four feet (4') by four feet (4') in size, and shall be placed on the property on which the request is subject to. The sign shall be erected at least fifteen (15) days prior to the scheduled hearing date. The sign shall be placed at a location nearest to a public or private street that would be visible to the general public. The copy on the sign shall be legible with lettering no less than four inches (4") in height and not less than one inch (1") in width. **THE APPLICANT IS REQUIRED TO SUBMIT A DATE STAMPED PHOTO OF THE SIGN, SHOWING A TAPE MEASURE INDICATING THE LETTERS ARE NOT LESS THAN FOUR INCHES (4") IN HEIGHT AND NOT LESS THAN ONE INCH (1") IN WIDTH PRIOR TO THE MEETING. THE PUBLIC HEARING NOTICE SHALL BE REMOVED WITHIN TWO (2) DAYS OF THE FINAL PUBLIC HEARING OR THE CITY SHALL REMOVE THE NOTICE AT THE EXPENSE OF THE APPLICANT.**

The sign copy shall follow the following format and verbiage:

PUBLIC HEARING NOTICE

FILE NUMBER: -INSERT-

LOCATION: ARNOLD CITY HALL / 2101 JEFFCO BLVD.

DATE: MONTH, DAY, YEAR

DATE: MONTH, DAY, YEAR (IF TWO HEARINGS APPLICABLE)

TIME: 7:00 PM

SUBJECT: -STATE THE NATURE OF THE REQUEST-

OWNER: -NAME, ADDRESS-

APPLICANT: -NAME, ADDRESS-

If you have any comments or questions regarding this request, please attend the public hearing, and/or contact the Community Development Department at City Hall – 636-282-2378.

ATTACHMENT: A 11" x 17" Weather Protected
Copy of the Proposed Site Plan

FLOODPLAIN DEVELOPMENT PERMIT/APPLICATION

Application No.: _____ Date: _____

TO THE ADMINISTRATOR: The undersigned hereby makes application for a permit to develop in the Special Flood Hazard Area (SFHA) or "floodplain." The work to be performed, including flood protection works, is as described below and in attachments hereto. The undersigned agrees that all such work shall be in accordance with the requirements of the Floodplain Management Ordinance and with all other applicable county/city ordinances, federal programs, and the laws and regulations of the State of Missouri.

Owner or Agent	Date	Builder
Address	Address	
Telephone Number	Telephone Number	

SITE DATA

1. Location: _____ 1/4; _____ 1/4; Section _____; Township _____; Range _____
Street Address: _____
2. Type of Development: Filling Grading Excavation Minimum Improvement
Routine Maintenance Substantial Improvement New Construction Other
3. Description of Development: _____
4. Premises: Structure Size _____ ft. By _____ ft. Area of Site _____ Sq. Ft.
Principal Use: _____ Accessory Uses (storage, parking, etc.): _____
5. Value of Improvement (fair market): \$ _____ Pre-Improvement/Assessed Value of Structure: \$ _____
6. Is the Property Located in a Designated FLOODWAY? Yes No
IF ANSWERED YES, CERTIFICATION MUST BE PROVIDED PRIOR TO THE ISSUANCE OF A PERMIT TO DEVELOP, THAT THE PROPOSED DEVELOPMENT WILL RESULT IN NO INCREASE IN THE BASE (1%) FLOOD ELEVATIONS.
7. Is the Property Located in a Designated Floodplain FRINGE or a Floodplain (SFHA) without a Designated FLOODWAY? Yes No
8. Elevation of the 1% Base Flood (ID source) _____ NGVD/NAVD
9. Elevation of the Proposed Development Site _____ NGVD/NAVD
10. Community Ordinance Elevation/Floodproofing Requirement _____ NGVD/NAVD
11. NFIP Flood Insurance Rate Map Panel(s) Number(s) _____
12. Other Permits Required?

Corps of Engineer 404 Permit:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Provided	<input type="checkbox"/>
State Department of Natural Resources 401 Permit:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Provided	<input type="checkbox"/>
Environmental Protection Agency NPDES Permit:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Provided	<input type="checkbox"/>

All Provisions of Ordinance Number _____, the "Floodplain Management Ordinance", shall be in Compliance.

PERMIT APPROVAL/DENIAL

Plans and Specifications Approved/Denied this _____ Day of _____, 20____

Signature of Property Owner or Agent	Authorizing Official
Print Name and Title	Print Name and Title

THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT FLOOR) OF ANY NEW OR SUBSTANTIALLY IMPROVED RESIDENTIAL BUILDING WILL BE ELEVATED _____ FOOT/FEET ABOVE THE BASE FLOOD ELEVATION. IF THE PROPOSED DEVELOPMENT IS A NON-RESIDENTIAL BUILDING, THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT) OF A NEW OR SUBSTANTIALLY IMPROVED NON-RESIDENTIAL BUILDING WILL BE ELEVATED OR FLOODPROOFED _____ FOOT/FEET ABOVE THE BASE FLOOD ELEVATION.

THIS PERMIT IS USED WITH THE CONDITION THAT THE DEVELOPER/OWNER WILL PROVIDE CERTIFICATION BY A REGISTERED ENGINEER, ARCHITECT, OR LAND SURVEYOR OF THE "AS-BUILT" LOWEST FLOOR (INCLUDING BASEMENT) ELEVATION OF ANY NEW OR SUBSTANTIALLY IMPROVED BUILDING COVERED BY THIS PERMIT.

(MISSOURI)
August 1, 2015

ADMINISTRATIVE PROCEDURES FOR FLOODPLAIN

A Supplement to Chapter 420: Floodplain Management

*For
City of Arnold Missouri*

I. Duties of the Floodplain Administrator

Duties of the Community Development Department as assigned by the Director of the Department is designated as the Floodplain Administrator in the above referenced ordinance(s):

- Review of all applications for floodplain development permits to assure that sites are reasonably safe from flooding and that the floodplain development permit requirements of this resolution have been satisfied;
- Review of all applications for floodplain development permits for proposed development to assure that all necessary permits have been obtained from Federal, State, or local governmental agencies from which prior approval is required by Federal, State, or local law;
- Review all subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, to determine whether such proposals will be reasonably safe from flooding;
- Issue floodplain development permits for all approved applications;
- Notify adjacent communities prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA);
- Assure that the flood-carrying capacity is not diminished and shall be maintained within the altered or relocated portion of any watercourse; and
- Verify and maintain a record of the actual elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures;
- Verify and maintain a record of the actual elevation (in relation to mean sea level) that the new or substantially improved non-residential structures have been flood proofed; and
- When flood-proofing techniques are utilized for a particular non-residential structure, the Floodplain Administrator shall require certification from a registered professional engineer or architect.

II. Floodplain Development Permitting System

A. Submittal of Floodplain Development Permit Application

- Floodplain Development Permits are turned in to the Floodplain Administrator in the Community Development Department.
- There is no additional fee for a Floodplain Development Permit.
- The numbering system for Floodplain Development Permits shall be consistent with the building permit numbering system. The floodplain development permits are categorized within system by permit type “FDPM”.
- Floodplain Development Permits may need to be accompanied by the following documents: building plans, an elevation certificate, encroachment survey, a site map showing the location of the proposed development, non-residential flood-proofing certificate, a FIRMette, no-rise certification, building permits, sanitation permit and copies of any required state and federal permits. For some minor projects there will not be any additional documents. The required documentation will be determined for each individual permit.
- All permits issued in the same calendar year will be added together for determination of substantial improvement for that single year. Example: There can't be a permit for a 40% improvement one month and a new permit for another 40% the next month. This would equal 80% improvement in the same year.

B. Reviewing the Floodplain Development Permit Application

- During the review of Floodplain Development Permit the property will be found and checked on flood maps. It will be determined which flood zone the property is located in. It will also be determined if the property is a floodway. A FIRMette or a GIS map of the area will be made and attached to the permit. The development site will be marked on the map.

C. Review documentation for compliance with technical requirements of community's floodplain management ordinance:

- The Floodplain Administrator will review documents such as Floodplain Development Permits or Elevation Certificates for accuracy. If the Floodplain Administrator is absent a preliminary review will be conducted by the Department Director or designee. In the event the designee or the Floodplain Administrator require technical assistance they will consult with Missouri State Emergency Management Agency.
- Elevation Certificates will be reviewed for accuracy and completeness. Information will be checked against the flood map to make sure the correct map information has been entered. Incomplete elevation certificates will be returned to the developer for completion. Permits and/or certificate of compliance or occupancy will not be approved in cases where an elevation certificate has errors. Elevation Certificates without photos will not be accepted.

D. Review of engineering documents

- Copies of Engineering Documents may be sent
- Attn: Community Development Department, FP Administrator
Arnold City Hall, 2101 Jeffco Blvd, Arnold MO 63010
- Examples of engineering documents linked to NFIP requirements are hydrologic and hydraulic calculations, loading calculations and methods of construction relative to flood-proofing and alternative designs for openings below lowest floor.

E. Approval or denial of the floodplain development permit application:

- **Approval** – The approved permit is signed by the Floodplain Manager. A copy is provided to the applicant.
- **Conditional Approval** – If a permit receives conditional approval the reasons will be noted on the permit. Example: elevation certificate.
- **Denial** – If a permit is denied the reasons for denial will be noted on a separate piece of paper and attached to the permit form. The applicant will be notified in writing and given a copy of the reasons for denial.

III. Inspection Process (at minimum, some permits require more)

A. Inspection One

- Initial inspection per the building permit as indicated on permit card.

B. Inspection Two

- Final inspection per the building permit as indicated on permit card.

IV. Administrative Activities

A. Recreational Vehicles

- Recreational Vehicles may be allowed in the floodplain if they meet the requirements of Section 420.040: Provisions for Flood Hazard Reduction paragraph E. Floodplain management regulations. Monitoring for compliance will be done as permits are requested and/or locations identified.

B. Elevation Certificates

- In some cases a finished Construction Elevation Certificate is required to document compliance. The property owner is responsible to present a certificate at completion of the structure. Failure to provide a finished construction elevation certificate will be treated as a violation, compliance and occupancy will not be approved. Enforcement will be in accordance with the section of these procedures titled, "Section 420.060: Penalties for Violation."

C. Openings

- Openings in lower floor enclosures should be monitored periodically. Flood vent openings in enclosures can be accidentally or deliberately blocked. These inspections will be completed during property maintenance inspections. When violations are found the enforcement will be in accordance with the section of these procedures titled, "Section 420.060: Penalties for Violation".

D. Basements and Crawlspace

- Any residential foundation with area below the known Base flood elevation MUST have approved flow through devices.

E. Minor Exemptions

- None. Any action within the floodplain needs to have a floodplain development permit.

V. Variances

- A Variance Request Form is completed when requesting a variance.
- Variances follow Section 420.050: Floodplain Management Variance procedures.
- The Board of Adjustment will hear requests for a variance. The fee for requesting a variance is indicated on the application. The person requesting the variance must provide documents to the Floodplain Manager, at that time a meeting will be scheduled. Supporting documents for a variance to the permitting requirements should be in accordance with Section 420.050: Floodplain Management Variance Procedures.
- A variance may be granted by a majority vote of the Board of Adjustment.
- The applicant will be notified of the variance by certified mail. A copy of the letter will be maintained in the Community Development office at City Hall. The following information will be contained in the letter when a variance is granted. "A community shall notify the applicant in writing over the signature of a community official that: (a) the issuance of a variance to construct a structure below base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25.00 for \$100.00 of insurance coverage and (b) such construction below the base flood level increases risks to life and property. Such notification shall be maintained with the record of all variance actions as required by this ordinance."
- A numbering system for variances will be the system used for Board of Adjustment files, "Year – file number".

VI. Record Keeping System

- Floodplain Development Permits will be filed in the Community Development Office. The Floodplain Administrator will be responsible for maintaining records of Floodplain Development Permits as well as Elevation Certificates, Letters of Map Change, and Non-Residential Flood proofing Certificates. Floodplain related records are permanent records and are not to be purged. Records related to floodplain development will be maintained by Director or designee. Permits are recorded in with Construction and Building permits. Other records are kept on paper file in file system identified as "Floodplain files". Substantial damage assessments are kept electronically in SDE software.
- Blank forms are available on request from the Floodplain Administrator in the Community Development Office. Forms can be sent on request by email, fax or regular mail.

VII. Map Appeals and Revisions

- A copy of each LOMA/LOMR must be filed with the official community floodplain map (FIRM/FHBM/FBFM/FIS). Flood maps are maintained by Floodplain Administrator. Notification to the landowner is not required in those cases where a LOMA was granted at the landowner's request.
- FEMA flood maps are available for review at City Hall, 2101 Jeffco Blvd, Arnold MO 63010 the Floodplain Administrator's office. Flood maps can be viewed on the Internet at <http://.msc.fema.gov/portal>.

VIII. Investigate Complaints

- A complaint about an issue in the floodplain can be made to the Floodplain Administrator. If the Floodplain Administrator is not available notify the Community Development Director, Complaint Forms are available to be completed with as much information as possible.
- Anonymous complaints will be accepted. The identity of all complainants will be protected to the extent allowed by law.
- An investigation typically will involve a site visit. Complaints are investigated within the next 2 business days. Should there need to be request for entry to the property, additional time may be necessary as described below.
- The floodplain administrator may make reasonable entry upon any lands and waters in for the purpose of making an investigation, inspection or survey to verify compliance with these regulations. The floodplain administrator shall provide notice of entry by certified mail at least three days in advance, electronic mail, phone call, personal delivery to the owner, owner's agent, lessee, or lessee's agent whose

lands will be entered. If none of these persons can be found, the floodplain administrator shall affix a copy of the notice to one or more conspicuous places on the property for five (5) days. If the owners do not respond, cannot be located or refuse entry to the floodplain administrator, the floodplain administrator may only enter the property through a Search Warrant.

- A photo will be taken of the violation if possible. A letter stating the complaint will be sent to the owner of record of the property where the violation is occurring. Letters will be sent by certified mail. A file will be started. The numbering system will be a similar system to the system for variances and permits. Copies of letters, photos, and other documents will be kept in the file. Complaints will be filed by complaint number, parcel address, and owners name. The (Missouri State Emergency Management Agency, Missouri Department of Natural Resources, or other applicable local, state, federal agencies). (DWR) will be notified about the complaint as well. In some cases a permit from DWR may be required and in other cases the notification is in order to inform the NFIP Coordinator for State of Missouri.
- Complaint files will be kept in the Community Development office.

IX. Enforcement Actions

- When a violation is identified the property owner will be sent a certified letter that identifies the problem and establishes a time line for correction. A copy of the receipt for the letter will be kept on file with a copy of the letter. Additional copies of the letter will be copied to director or sent to Missouri State Emergency Management Agency, Missouri Department of Natural Resources, or other applicable local, state, federal agencies.
- The first step in resolving a violation involves a meeting with the property owner. In some cases violations could be resolved by removal of material stored in flood area, the property owner applies for the proper permits, the property owner consults with an engineer or land surveyor, or a finished elevation certificate is provided by the property owner to the Floodplain Manager. Each violation will be handled on a case-by-case basis. If the property owner refuses to cooperate or the violation continues there are enforcement procedures in Municipal ordinance Section 420.060: Penalties for Violation.
- When a successful resolution can be agreed on the Floodplain Administrator will verify it through either review of documents or a site visit. Resolution will be documented in a letter to the property owner. A copy of the letter will be attached to the original complaint.

X. Damage Estimation

- The Floodplain Administrator will determine when structures have been substantially damaged by any source, whether or not a disaster has been declared. Note that damage and improvement are essentially the same in floodplain management, and in some communities, there is a cumulative improvement provision in the ordinance, which must also be included in the determination calculation. Disasters may not always be floods and may not be declared. A tornado, fire, or other hazard could strike structures in the special flood hazard area. A single home could be destroyed without a disaster declaration, and structures damaged by flooding may be eligible for additional insurance payouts if deemed substantially damaged by flooding.
- Substantial damage assessments are completed post damage, natural disaster or as a building or floodplain development permit is requested. In the case of a damage or disaster. As soon as it is safe to do so, the Floodplain Administrator will conduct a windshield survey of the damaged properties. The windshield survey will allow an initial assessment of the properties that will later be inspected for substantial damage. Building inspectors, emergency staff, or appraisers may assist the floodplain manager. The community development engineer has been trained on how to do damage estimation using FEMA SDE software; these critical points of inspections will be explained prior to detailed inspection. The property tax information from County Appraiser is the standard used to measure fair market value. The cost of improvements will be based on permit costs from builders from current previous year costs for construction. For buildings in the AE floods zone that have been affected by a disaster, tagging of buildings with signs or notices will occur. There could be notice signs posted for properties that are unsafe or for properties that have been determined to be substantially damaged. Property owners will be notified if their property is determined to be substantially damaged, in person with a hand delivered letter if possible or by US Mail. If property owners disagree with the substantial damage estimation the options will be explained. The community will allow the property owner to submit information from licensed appraiser for a current property value. The cost of construction of the improvements will remain and not have the option of modification.

XI. Use of this Procedure

These Administrative Procedures for Floodplain Management for the community of Arnold, MO will be used effective from and after January 12, 2018.

Floodplain Administrator

Printed Name

ATTEST:

Signature of Witness

Printed Name Title

The community's floodplain management ordinance is in full effect. This is a supplemental document that will be used, as ordinance updates may be forthcoming.