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City of Peculiar

Fax

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MAY 11 2006

Missouri Public
Service Commission

To: Terry Hedrick, Aquila **From:** Mike Fisher, City Administrator
Fax: 743-3854 **Pages:** 6
Phone: 737-7854 **Date:** September 29, 2004
Re: Concept Plan Checklist & Annexation **CC:** None
Petition

Urgent For Review Please Comment Please Reply Please Recycle

● **Comments:**

Terry & Mark:

Attached is the checklist for the Concept Plan and the petition for annexation, which we will need back for the Bremer property.

Any questions, give me a call.

Mike

Exhibit No. 59
Case No(s) EA-20060309
Date 4-26-06 Rptr XF

Concept Plan Review

(appropriate zoning)

1. Concept Plan, Definition and Submittal Requirements

- A. Site Plan showing the following:
 - 1) Lot boundaries
 - 2) Adjacent streets
 - 3) Location of proposed building & indication of front
 - 4) Location & size of entries to property
 - 5) Indication of compass north
 - 6) Site lighting – preliminary layout
 - 7) 2 originals and 15 copies of minimum sheet size of 11" x 17"
- B. Building elevations – black line drawings to scale, 2 originals and 15 copies with minimum sheet size of 11 x 17"
- C. Narrative of proposed project
 - 1) Description of proposed use
 - 2) Description of exterior finish – materials and tentative color scheme
 - 3) Description of signage
 - 4) Format – 8 1/2" x 11", doubled spaced, 2 originals & 15 copies
- D. City map indicating site location
- E. Owner/Developer must sign two originals of A-D

2. Change Thresholds that would trigger review/approval by Planning & Zoning and Board of Aldermen

- A. Change of location
- B. Change of density \geq 20%, i.e., building and/or lot size
- C. Change of building location that requires moving site entries
- D. Change of proposed use
- E. Change of finish materials

3. *Processing of Concept Plan*

- A. Concept Plan scheduled for next regular Planning & Zoning meeting after submittal. Plan must be submitted at least eight working days prior to the scheduled meeting
- B. Planning & Zoning review and Commission comments are sent to:
 - 1) Owner requesting responses to comments
 - 2) Board of Aldermen with one of three actions proposed: recommend as submitted, recommend with comments, no
 - 3) Board of Aldermen reviews Concept Plan with P & Z comments and Owner's responses
 - 4) BoA takes one of the three actions: recommend as submitted, recommend with P & Z comments and Owner's responses included, or disapproval
 - 5) Staff notifies Owner/Developer of BoA action:
 - (a) approve as submitted – Developer may proceed with construction plans
 - (b) Approve with comments & responses included – Developer may proceed with construction plans; however, P & Z, BoA and Owner's responses must be included
 - (c) Disapproved and reasons given

4. *Commercial Building Construction Plan Review*

- A. Owner submits 5 copies of complete Construction Plans/Drawings and 3 copies of Storm Water Management Plan to City Clerk
- B. City Clerk routes Construction set to Review Committee Members (City Engineer, Fire Marshall, City Codes Officer, City Administrator and City Clerk) for review
- C. City Clerk schedules meeting with Owner's development team and Review Committee
- D. Committee reviews their comments, suggestions, etc with development team

- E. Minutes of Review Committee are sent to Owner
- F. Owner/Developer submits corrected Construction Set
- G. If necessary, Second Review Committee is scheduled
- H. Building Code Officer sends approval letter to Owner, indicating plans are approved as submitted and amended and Owner has permission to obtain required building permits
- I. City Administrator advises P& Z and Board of Aldermen of status.