

Name of Project/Development: _____

Property Owner/Developer Information

Full Name: _____ Date: _____

Last First M.I.

Address: _____

Street Address Apartment/Unit #

City State ZIP Code

Phone: Cell: _____ Email: _____

Applicant/Contractor Information

If same as Owner, check here:

Name: _____ Company: _____

Address: _____

Phone: _____ Email: _____

Property Details

Property Location: _____ Current Zoning: _____

Property Address: _____ Proposed Zoning: _____

Property Size: _____

****Applicant is required to submit a site plan application and grading permit.**

Type of Permitting Applied For: (Check All Applicable Items) Attachments:

Grading and Erosion Control (file Grading Permit if

disturbed area is greater than 10,000 sf)

Stormwater Improvements

Water Improvements

Sanitary Improvements

Site Improvements

Other: _____

Plans/Prints

Submittal/Review Fee

Submittal Checklist

Hydraulic Calculations

Soils Report

Other: _____

Disclaimer and Signature

I hereby certify the Owner of record authorizes the proposed work and/or I have been authorized by the Owner to make this application as his/her authorized Agent and agree to conform to all applicable codes of the City of New Melle, Missouri and the County of St. Charles, Missouri.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Fee Paid: _____ Amount: _____ Payment Method _____

Approved By: _____ Date Permit Issued: _____ Permit No. _____

Notes: _____

Clerk Signature: _____ Date: _____

Commercial Improvements Application Checklist

	Yes	No	N/A	
General Information				
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed signed application(s) and submittal fee(s).
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal description and/ or platted survey of property with reference to recorded document.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a copy of the MoDOT permit for any work in the State of Missouri right of way.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a copy of Missouri Department of Natural Resources NPDES Land Disturbance Permit for all sites with land disturbance greater than one acre.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide an engineer's construction cost estimate for erosion control.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide hydraulic gradeline calculations for all storm sewer pipes signed and sealed by a professional engineer licensed in the State of Missouri.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide stormwater detention calculations signed and sealed by a professional engineer licensed in the State of Missouri.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide approval from the appropriate governing water, sanitary, fire and school district.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signature/date/seal by registered professional land surveyor or engineer in the state of Missouri.
Construction Document Plan Requirements				
Cover Sheet				
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of Project and Type of Improvement.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location Map.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title block showing name and address of owner/developer and engineering firm.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Index of sheets.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legend.
Plan Sheets				
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outboundary Information.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North arrow and scale with the scale no larger than 1" = 200'.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjacent parcel owner information including St. Charles County Parcel I.D. number.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of front, rear, side yards, right of way, easements and setbacks are indicated.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning, lot lines, square footage/acreage, location, dimensions, bearings and angles are correlated with the legal description of said property.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, dimensions, square footage and type of all buildings and other accessory buildings are denoted.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Depict flood hazard boundaries as shown on FEMA maps.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site and street lighting.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site photometrics.
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalks and ADA accessible ramps.
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street signs, including stop signs.
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All common ground and detention basins.
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show all streets, driveways, and sidewalks with widths.
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Radius size of all entrances.

15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Radius size of all cul-de-sacs.
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show all existing utilities.
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide existing and proposed contours at a minimum of 2' intervals.
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total acreage of site.
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temporary construction entrance, parking and truck wash down area.
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate clearing limits and area of disturbance.
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estimated grading quantity.
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of siltation and erosion control BMPs and details.
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify all 3:1 slopes.
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show any proposed retaining walls. Note: retaining walls greater than 4' in height will require a permit from Saint Charles County Building Department.
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide City of New Melle re-vegetation specifications.
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate that all construction shall meet at a minimum OSHA requirements.
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Note on plan to provide City with copy of grading compaction test results.
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate any temporary grading easements required. A signed copy of any required easements must be received by the City of New Melle prior to plan approval and issuance of a permit.
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing and proposed Storm sewers.
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm and Sanitary Profiles with length, grade, size and type of pipe in addition to any existing and proposed utility crossings, and lateral locations for sanitary sewers.
31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage area map with PI factors and Q to each inlet.
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing and proposed Sanitary sewers and laterals.
33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed water mains, valves, fire hydrants, tees, air relief valves, meter settings and fire suppression line (if applicable).
34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All common ground and detention basins.