

NOTICE

AN APPOINTMENT WITH STAFF

IS REQUIRED

PRIOR TO THE SUBMITTAL OF A

PLANNING AND ZONING

APPLICATION

The pre-submittal meeting with staff will assist you in preparing your submittal information and help to prevent delays in the process and review of your application by the Planning and Zoning Commission

CONTACT JONATHAN RAICHE, CITY PLANNER
(314) 984-5926

**CITY OF KIRKWOOD
PLANNING AND ZONING COMMISSION
APPLICATION PROCEDURE
SEPTEMBER 2016**

MUST BE SIGNED AND ATTACHED TO APPLICATION FORM

The Planning and Zoning Commission meets on the first and third Wednesdays (except June, July, August, and December) of each month at 7:00 p.m. in the Council Chambers at City Hall, 139 South Kirkwood Road (see attached schedule). Submittal of a petition authorizes the City to place a Zoning Matters sign on the premises advising the public of the petition.

An applicant shall complete and submit the following items to the Public Services Department according to the attached schedule. ***These are the minimum submittal requirements needed for review. Failure to provide all information will result in the application being delayed or returned.***

- APPLICATION FORM.** All forms must be completed in full, including signature of property owners. A copy of the Contract between the property owner and petitioner will suffice. Incomplete or partial applications will not be accepted and will be returned to the petitioner. All designated spaces on the forms must be appropriately filled in prior to filing of the application.
- COVER LETTER.** A one-page letter describing the project in detail.
- PRELIMINARY SUBDIVISION PLAT CHECKLIST.**
- PROPERTY TITLE.** A copy of the title, deed, title commitment, or survey which includes the legal description of the property and present ownership.
- DRAWINGS**
 - (a) **Site plan** shall be signed and sealed by a Professional Engineer and shall show all required information as noted on attached checklist.
 - (1) 18 sets 11"x17" (folded into 8.5"x11"; and
 - (2) Five sets of drawings (**no larger than 24"x36"**), (folded into 12"x10").
 - (b) **Landscaping plan** showing the required information as noted on attached checklist.
 - (1) 18 sets 11"x17" (folded into 8.5"x11"; and
 - (2) Five sets of drawings (**no larger than 24"x36"**), (folded into 12"x10").
- TREE STUDY.** Study shall be signed by a certified forester, certified arborist, or landscape architect and include value of significant trees and protection methods. Trees on abutting public rights-of-way and private property within five feet of all property lines shall also be shown on study.
- PHOTOGRAPHS.** One set of color photographs of site frontage, adjacent properties, and significant site features, including significant trees.
- PROCESSING FEE.** A non-refundable filing fee is required for **each** of the following, as applicable:

Rezoning	\$1,000
Preliminary Subdivision/CUP Plat	\$500/Lot
Final Subdivision Plat	\$100/Lot Plus 1.25% of public improvement cost and \$30 per linear foot if sidewalks are waived
Preliminary CUP (multi family (Includes site plan review fee)	\$1,000 Plus \$20 per Dwelling Unit
Final Community Unit Plan Type A (Single- or multi-family)	\$100/Lot plus 1.25% of public improvement cost and \$30 per linear foot if sidewalks are waived
Final Community Unit Plan Type C (Multi-family)	\$500 + 1.25% of public improvement cost

Signature

Date

CITY OF KIRKWOOD

APPLICATION FOR PLANNING AND ZONING COMMISSION ACTION

CASE NUMBER: _____

DATE: _____

PROJECT ADDRESS: _____

ZONING DISTRICT: _____ LOT SIZE: _____

LOCATOR NUMBER: _____

ACTION REQUESTED

- Zoning Change From _____ to _____
- Community Unit Plan, Type: _____
- Special Use Permit, Category: _____
- Subdivision Development, Number of Lots: _____
- B4 Development Plan
- B5 Development Plan

- Site Plan Review
 - Right-of-Way/Easement Vacation
 - Other: _____
- Comments: _____

PETITIONER INFORMATION

I (We) hereby certify that I (we) have legal interest in the hereinabove described property and that all information given herein is true and a statement of fact

Name (Print): _____ Signature: _____ Phone No.: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____

Petitioner's Status: Corporation Partnership Individual

Relationship of Petitioner to Property: Owner Tenant Option Holder (Attach Copy of Contract) Other

AGENT INFORMATION

Agent's Name: _____ Signature: _____ Phone No.: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____

(NOTE: The petitioner's agent, if listed, shall receive the official notice of public hearing)

PROPERTY OWNERS

Signature **required** or submit proof petitioner has legal interest in property.

Name: _____ Name: _____

Signature: _____ Signature: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Phone: _____ Phone: _____

FOR CITY USE ONLY

Date Received: _____ Total Received: \$ _____ Agenda Date: _____

- B-4/B-5 Development Plan (Preliminary): \$1,000 + _____ Acres @ \$100/Acre or portion over one acre) = \$ _____
- CUP, Preliminary (Multi Family): \$1,000 + _____ Dwelling units @ \$20/Each = \$ _____ = \$ _____
- CUP, Preliminary (Detached Single Family): \$1,000 + _____ Lots @ \$500/Lot = \$ _____
- Letter of Credit Extension: \$100
- Rezoning: \$1,000
- Site Plan Review: \$1,000
- Site Plan Review Amendment \$800 or Extension: \$300
- Site Plan Review, Mixed Use in B2 Zoning District (Preliminary): \$1,000 (includes SPR fee) + \$25/acre or portion over one acre
- Special Use Permit and Special Use Permit Amendments: \$1,000
- Subdivision, Preliminary (Detached Single Family): _____ Lots @ \$500/Lot = \$ _____
- Vacation, Easement: \$75
- Vacation, Right-of-way: \$100
- Zoning Code Amendment: \$1,000

Final Subdivision Plat/Community Unit Plan/B-4or B-5 Development Plan

Date Received: _____ Total Received: \$ _____ Agenda Date: _____

- B-4 and B-5 Development Plan (Final) or B4 Development Plan Amendment (when public hearing is not required): \$1,000
- B-5 Development Plan Amendment (when public hearing is not required): \$500
- CUP Amendment, Type A or Type C: Without public hearing \$500; With public hearing \$800
- CUP Type C (Final): \$500 + 1-1/4% of \$ _____ = \$ _____
- CUP Type A or C Time Extension on Final: \$300
- Sidewalk Waiver on _____ feet @ \$30/Foot = \$ _____ = \$ _____
- Site Plan Review, Mixed use in B2 Zoning District (Final): \$500
- Site Plan, Mixed use in B2 Zoning District Amendment: \$300
- Subdivision Plat or CUP Type A (Final): _____ Lots @ \$100/Lot = \$ _____ + 1-1/4% of \$ _____ = \$ _____
- Subdivision Plat Development Plan Amendment: \$200

**CITY OF KIRKWOOD
 PLANNING AND ZONING COMMISSION
 CITY CONTACTS
 AUGUST 2016**

NAME/TITLE	LOCATION	PHONE NUMBER	E-MAIL ADDRESS
Bill Bensing Public Services Director	City Hall 139 South Kirkwood	314-822-5846	bensinwe@kirkwoodmo.org
Ted Dunkmann, P.E. City Engineer	City Hall 139 South Kirkwood	314-822-5820	dunkmatj@kirkwoodmo.org
Jonathan Raiche, AICP City Planner	City Hall 139 South Kirkwood	314-984-5926	raichejd@kirkwoodmo.org
Amy Lowry Assistant City Planner	City Hall 139 South Kirkwood	314-822-5815	lowryag@kirkwoodmo.org
Cory Meyer City Forester	Public Works Building 345 South Fillmore	314-984-5907	meyercc@kirkwoodmo.org
Jack Schenck Building Commissioner	City Hall 139 South Kirkwood	314-822-5814	schencjw@kirkwoodmo.org
Russell Todd Deputy Building Commissioner	City Hall 139 South Kirkwood	314-822-5817	toddrd@kirkwoodmo.org
Leo Meyer Assistant Chief/Fire Marshal	Fire House 2 11804 Big Bend	314-822-5884	meyerla@kirkwoodmo.org
Rick McKinley Distribution Engineer	Utilities Building 212 South Taylor	314-984-5925	mckinlry@kirkwoodmo.org
John Howze Sanitation Superintendent	Public Works Building 345 South Fillmore	314-822-5849	howzeje@kirkwoodmo.org

**CITY OF KIRKWOOD
2018 PLANNING AND ZONING COMMISSION
SUBMITTAL DEADLINE AND MEETING SCHEDULE**

PRE-APPLICATION MEETING	APPLICATION DEADLINE	P&Z COMMISSION MEETING DATE (PRESENTATION)
	Friday	Wednesday
Each case must have at least one pre-application review meeting prior to formal application	12/15/2017	1/3/2018
	12/29/2017	1/17/2018
	1/19/2018	2/7/2018
	2/2/2018	2/21/2018
	2/16/2018	3/7/2018
	3/2/2018	3/21/2018
	3/16/2018	4/4/2018
	3/30/2018	4/18/2018
	4/13/2018	5/2/2018
	4/27/2018	5/16/2018
	6/1/2018	6/20/2018
	6/29/2018	7/18/2018
	7/27/2018	8/15/2018
	8/17/2018	9/5/2018
	8/31/2018	9/19/2018
	9/14/2018	10/3/2018
9/28/2018	10/17/2018	
10/19/2018	11/7/2018	
11/16/2018	12/5/2018	

SPECIAL NOTES: All submittal deadlines are firm. Any deviation from these deadlines will result in delay of hearing date. Dates and times of meetings are subject to change without notice.
Applications requiring a public hearing before the PZ Commission will alter the initial meeting date.

**CITY OF KIRKWOOD
2019 PLANNING AND ZONING COMMISSION
SUBMITTAL DEADLINE AND MEETING SCHEDULE**

PRE-APPLICATION MEETING	APPLICATION DEADLINE	P&Z COMMISSION MEETING DATE (PRESENTATION)
	Friday	Wednesday
Each case must have at least one pre-application review meeting prior to formal application	12/14/2018	1/2/2019
	12/28/2018	1/16/2019
	1/18/2019	2/6/2019
	2/1/2019	2/20/2019
	2/15/2019	3/6/2019
	3/2/2018	3/20/2019
	3/15/2019	4/3/2019
	3/29/2019	4/17/2019
	4/12/2019	5/1/2019
	4/26/2019	5/15/2019
	5/31/2019	6/19/2019
	6/28/2019	7/17/2019
	8/2/2019	8/21/2019
	8/16/2019	9/4/2019
8/30/2019	9/18/2019	
9/13/2019	10/2/2019	
9/27/2019	10/16/2019	
10/18/2019	11/6/2019	
11/1/2019	11/20/2019	
11/15/2019	12/4/2019	

Summer schedule

SPECIAL NOTES:
 All submittal deadlines are firm. Any deviation from these deadlines will result in delay of hearing date.
 Dates and times of meetings are subject to change without notice
Applications requiring a public hearing before the PZ Commission will alter the initial meeting date.

(PETITIONER SHALL USE HIS LETTERHEAD PAPER)

SUBDIVISION WAIVER REQUEST

SUBDIVISION NAME: _____

VARIANCE REQUESTED: _____

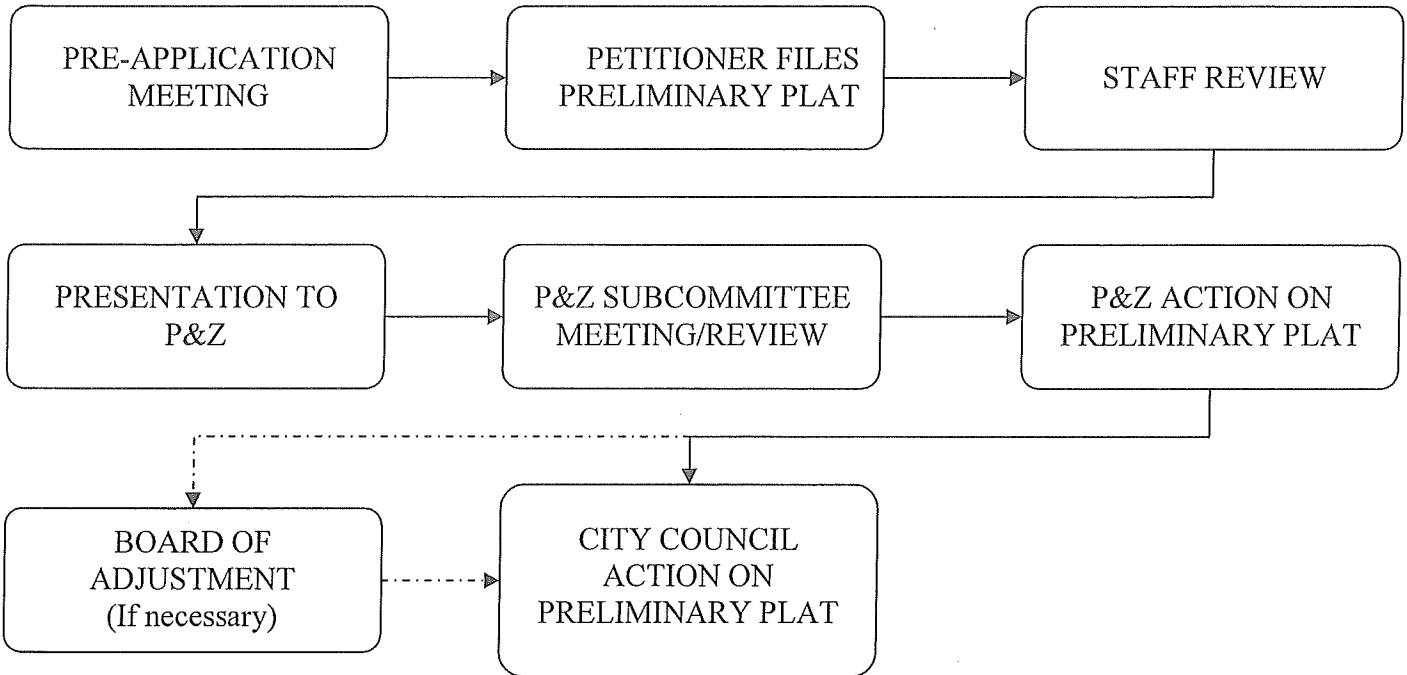
The waiver is requested in accordance with the City of Kirkwood Subdivision Code, Article X, Waivers and Exceptions.

This waiver is requested because of the conditions peculiar to the site and does not destroy the general intent and spirit of the Subdivision Code.

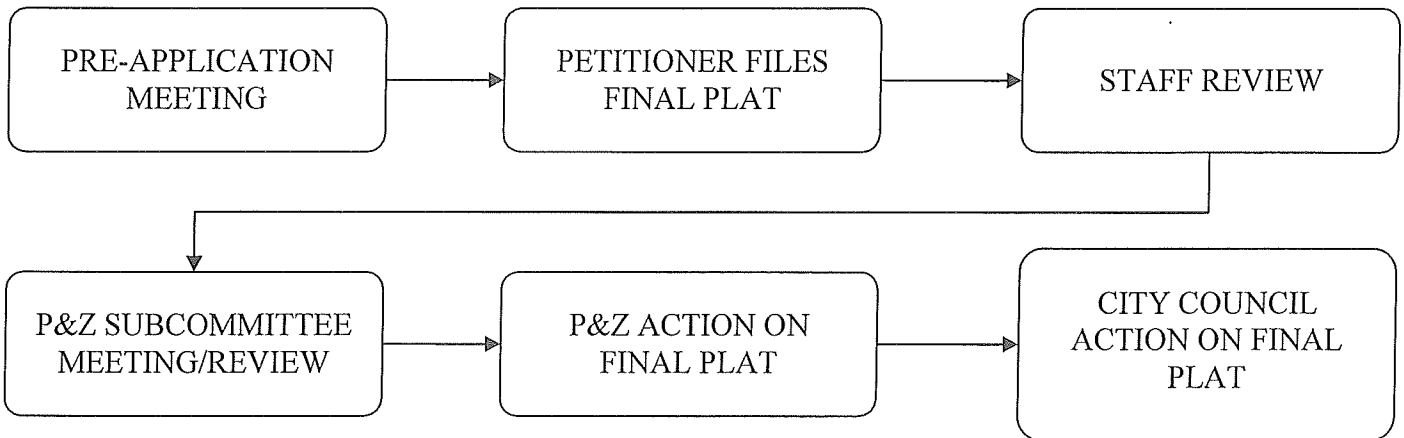
(Explain in detail why waiver is requested, hardships, and/or site peculiarities should be stated.)

SUBDIVISION

PRELIMINARY PLAT

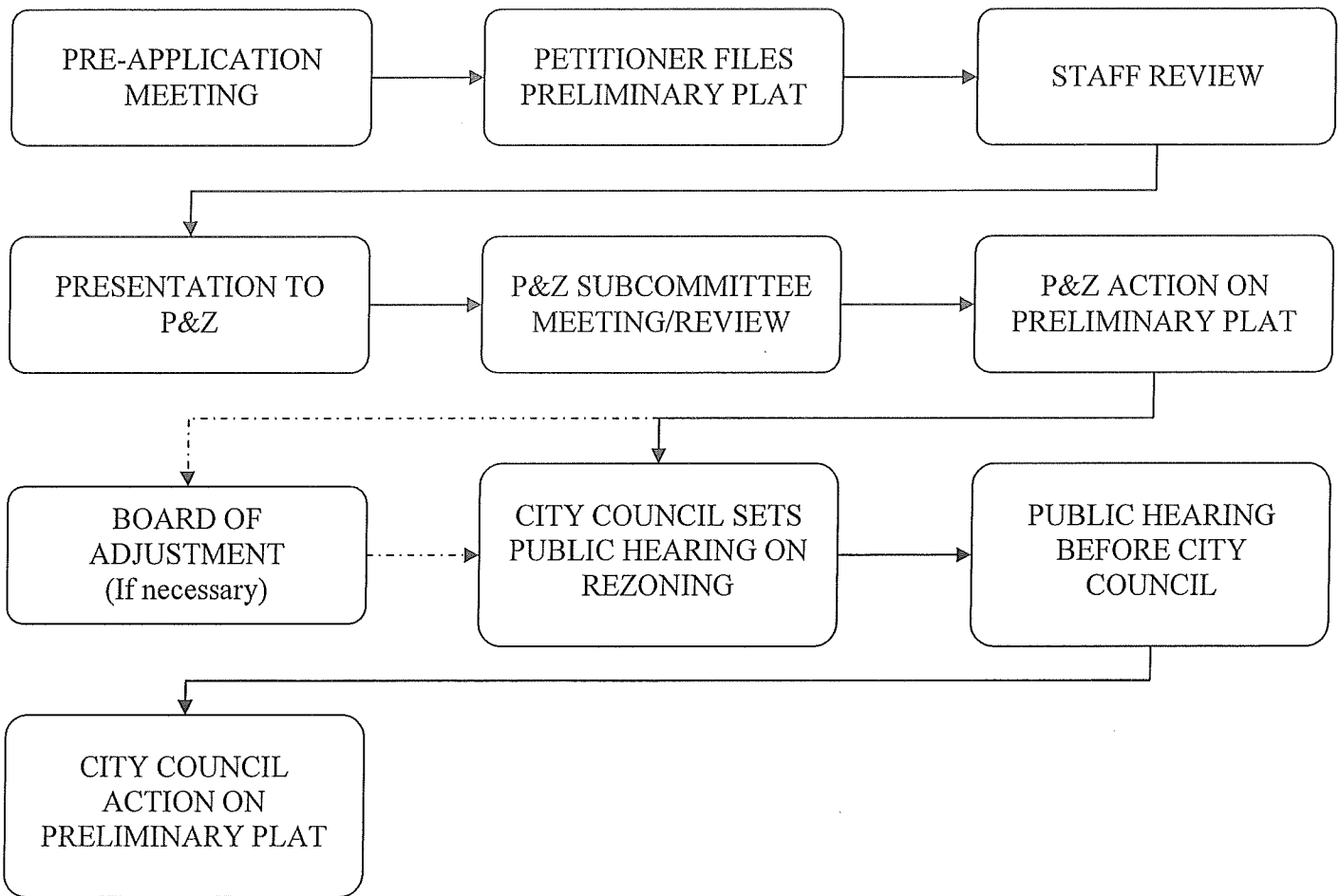


FINAL PLAT

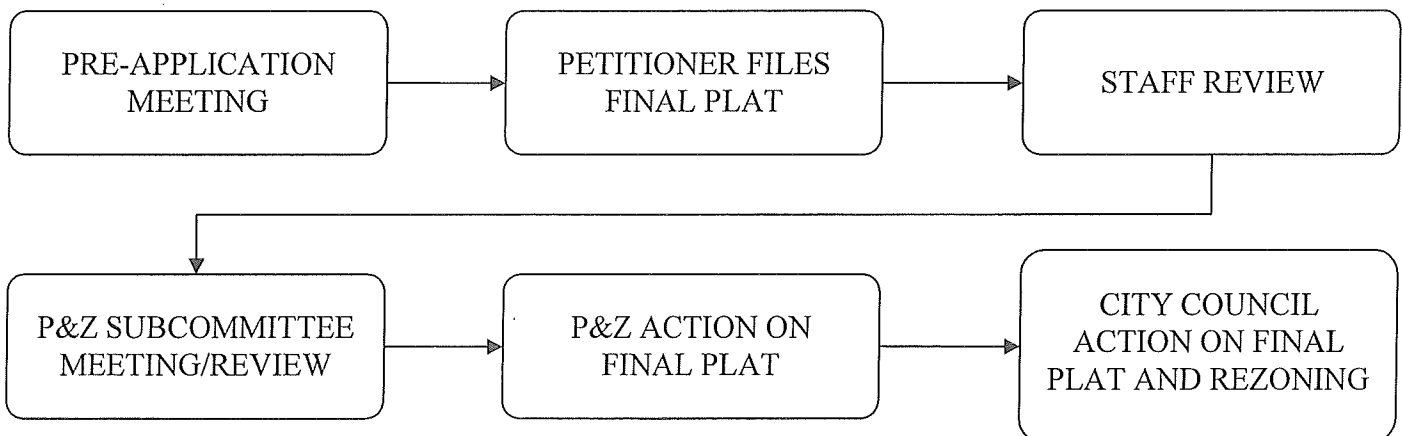


SUBDIVISION REQUIRING REZONING

PRELIMINARY PLAT

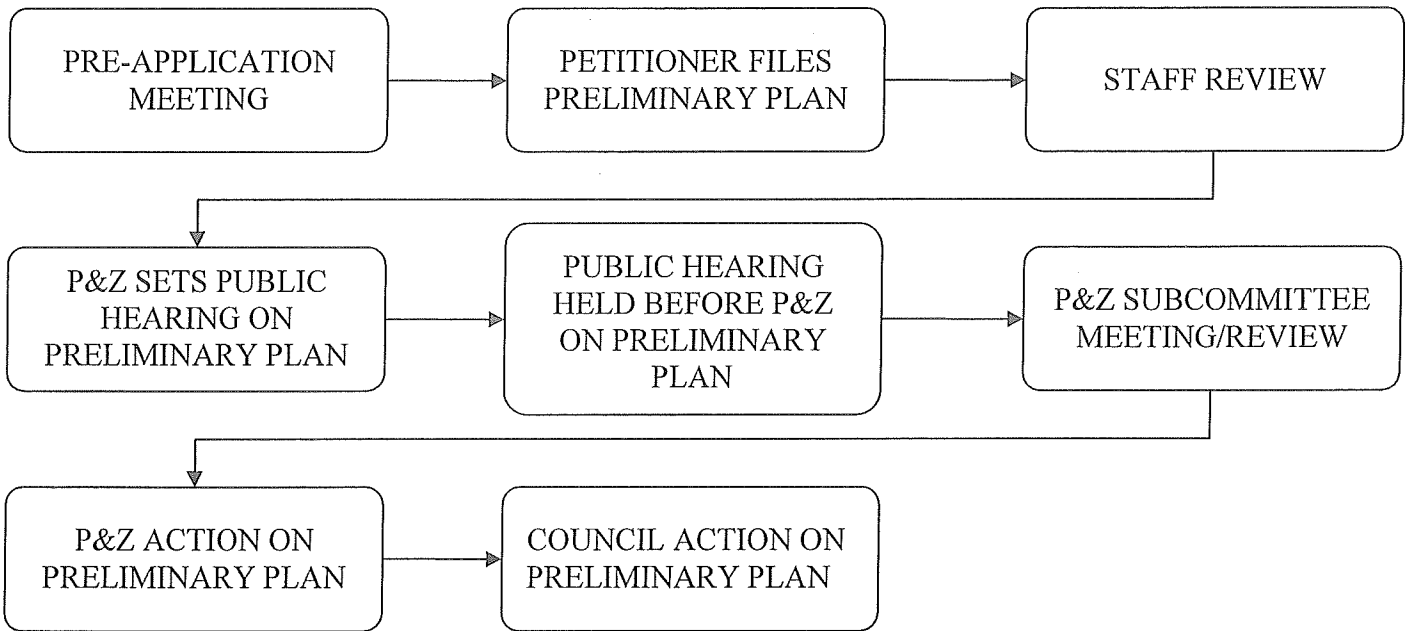


FINAL PLAT

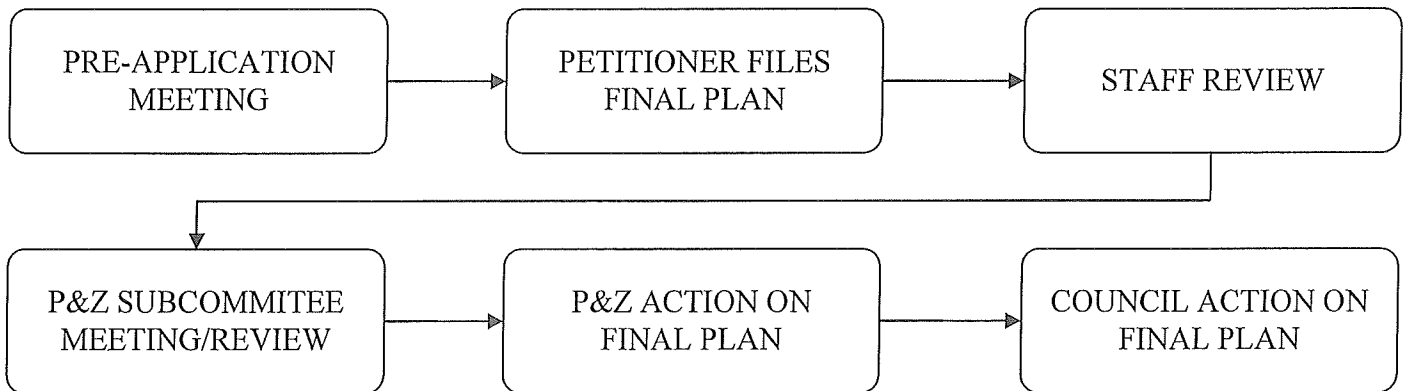


COMMUNITY UNIT PLAN

PRELIMINARY C.U.P.

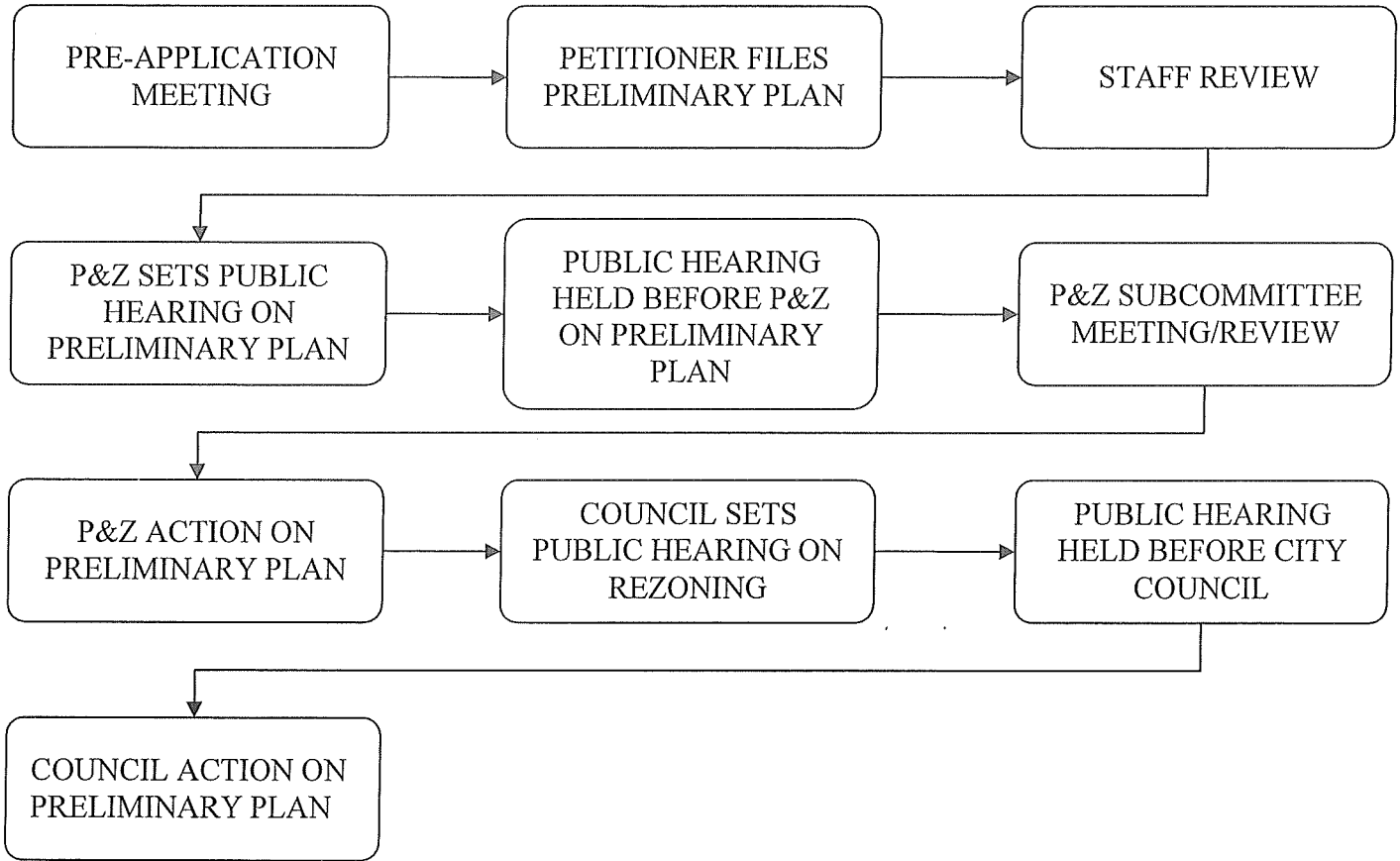


FINAL C.U.P.

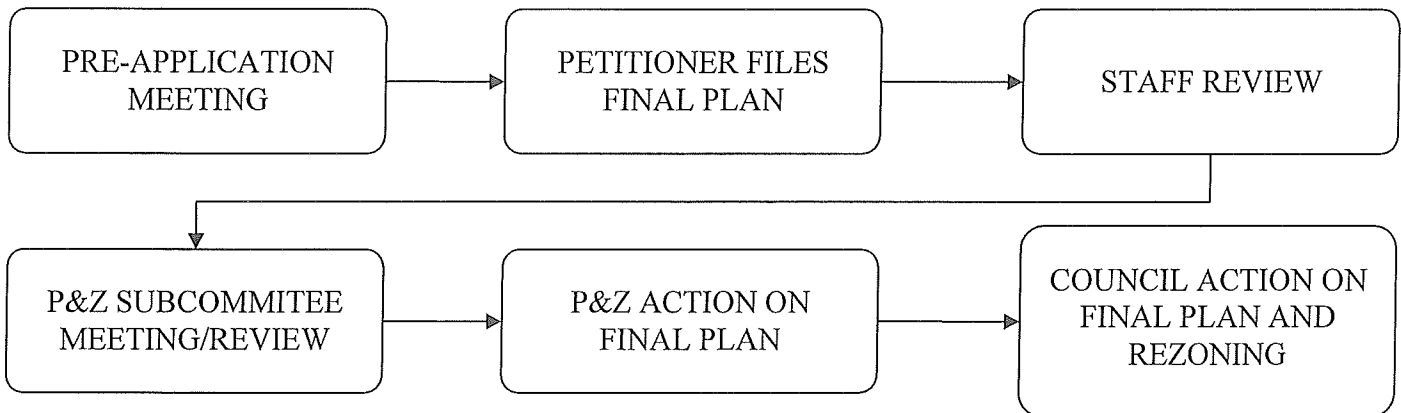


COMMUNITY UNIT PLAN REQUIRING REZONING

PRELIMINARY C.U.P.



FINAL C.U.P.



**TREE STUDY
SITE PLAN REVIEW**

PROPERTY LOCATION: _____

*** ATTACH SCALED LANDSCAPE/TREE LOCATION PLAN TO THIS STUDY/SHEET.**

List all significant trees (live, healthy trees, of a species suitable for the urban environment having a diameter of eight inches or greater) on premises, on abutting public rights-of-way, and on private property within five feet of all property lines.

KEY TO DRAWING	TREE SPECIES	DIAMETER	SAVE YES/NO IF NO, EXPLAIN IN NOTES	PROTECTION METHODS EXPLAIN IN NOTES, PROVIDE DRAWINGS	DOLLAR VALUE FROM <u>GUIDE FOR TREE APPRAISAL</u>
A					
B					
C					
D					
E					
F					

NOTE: Public trees abutting the site shall not be removed and require tree protection fencing.

NOTES:

- A
- B
- C
- D
- E
- F

I hereby certify that I have viewed the premises and provide this professional opinion regarding the survivability of significant trees on the site and abutting the site and the appropriateness of proposed tree replacement and landscaping. Attached is a landscape plan prepared by me or under my direction.

Name/Signature/Certification

** Copy this form as needed for additional trees.

**CITY OF KIRKWOOD
PUBLIC WORKS DEPARTMENT**

November 14, 2016

COMPANY NAME	INDIVIDUAL'S NAME	COMPANY ADDRESS	PHONE NUMBER	E-MAIL ADDRESS
Allen's Tree Service	John Beckman	2755 West Pearce Blvd, Wentzville, MO 63385	(636) 332-5535	johnb.allenstree@gmail.com
Davey Tree Expert Co.	Tom Beshoar	1206 Hanley Industrial Ct, Brentwood 63144	(314) 961-5440	tom.beshoar@davey.com
Droege Tree Care, Inc.	Colleen Baum	6770 Olive Blvd., St. Louis, MO 63130	(314) 863-1903	colleen@droegetreecare.com
Gamma Tree Experts	Bryan Davidson	P. O. Box 16103, Clayton, MO 63105	(314) 725-6022	bryan@gammatree.com
Trees, Forests, & Landscapes	Michael A Sestric Michael Garrett	540 Clark Avenue, Kirkwood, MO 63122	(314) 821-6956	treesforests@sbcglobal.net

The above individuals have expressed an interest to perform tree studies in accordance with the codes of the City of Kirkwood. This list is not exclusive. Any arborist certified by the International Society of Arboriculture and qualified to perform tree studies may be utilized. The City of Kirkwood has no obligation or responsibility for the performance of the arborist. This list is furnished only to assist in the retaining of an arborist interested in performing tree studies. Certified Arborists who have an interest in tree studies may contact the City of Kirkwood Public Works Department at 314-822-5822 to be included on the above list.

TREE PROTECTION SPECIFICATIONS

General – Tree protection has three primary functions: (1) to keep the foliage canopy and branching structure clear from contact by equipment, materials, and activities; (2) to preserve roots and soil conditions in an intact and non-compacted state; and (3) to identify the Tree Protection Zone (TPZ) in which no soil disturbance is permitted and activities are restricted.

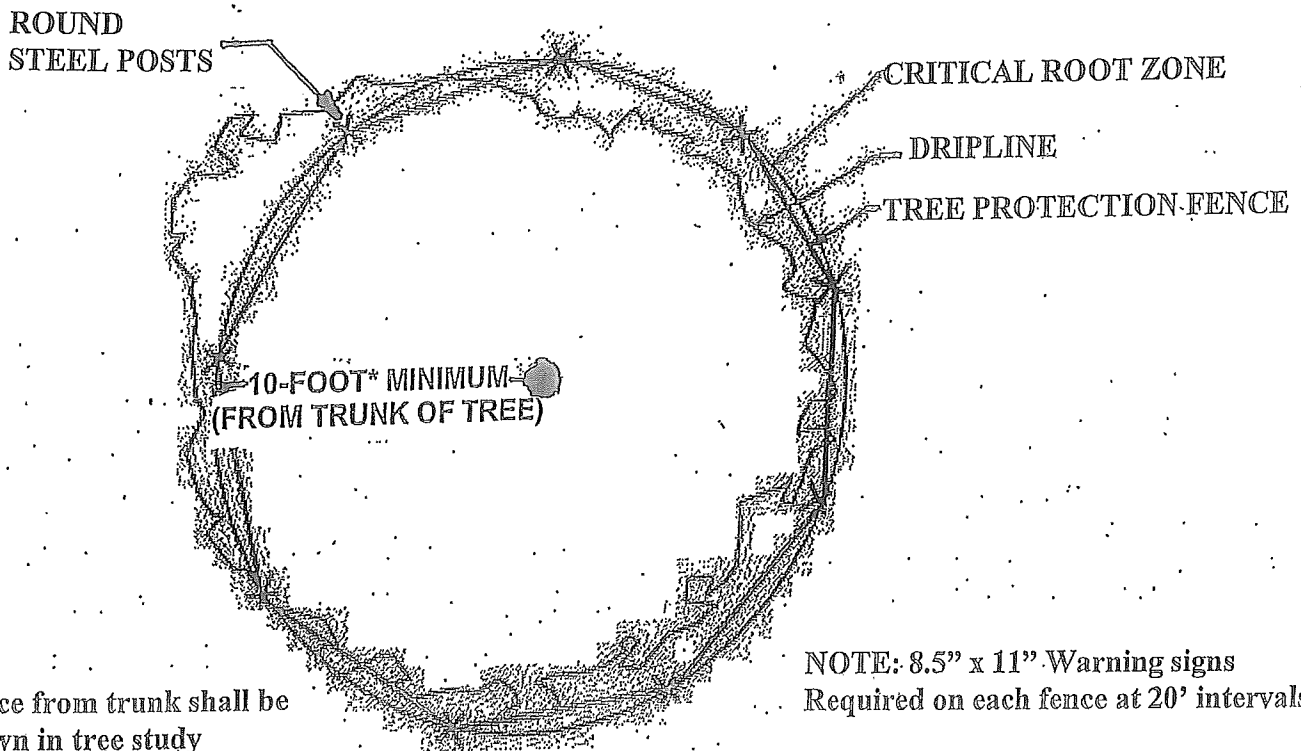
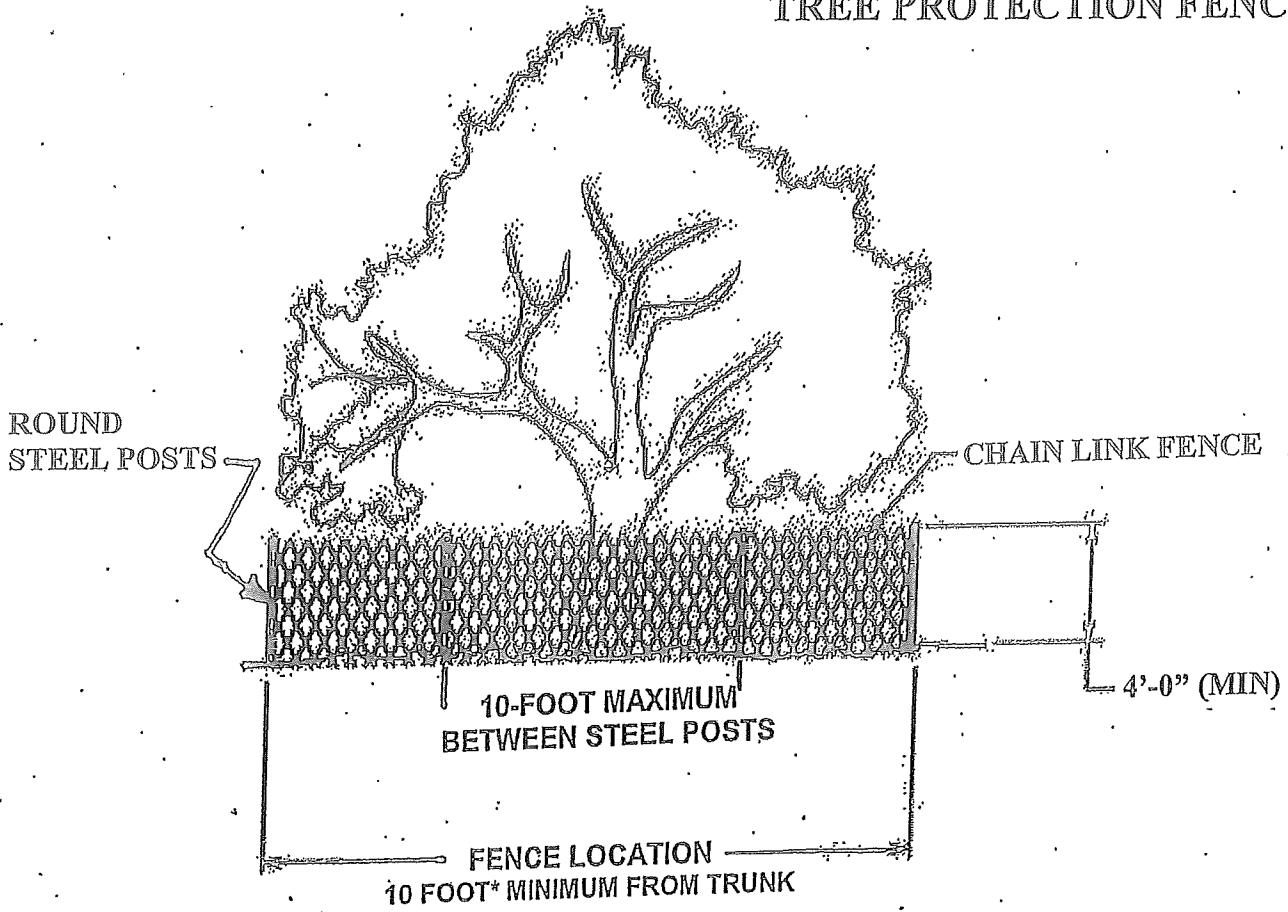
Trees to be Protected – All public trees on City right-of-way and all trees designated to be saved in tree study for site.

Materials

- a. The Tree Protection Zone (TPZ) is a restricted area around the base of the tree at the drip line with a minimum radius of ten (10) feet or as shown in the Tree Study, whichever is greater, enclosed by fencing. **No work, storage, or equipment operation shall be performed in this area.**
- b. **Tree Protection:** The fence shall enclose the entire area of the TPZ of the tree(s) to be protected throughout the life of the construction project. In some parking areas, if fencing is located on paving or concrete that will not be demolished, then the posts may be supported by an appropriate grade level concrete base, if approved. For trees situated within a planting strip or near a sidewalk or driveway, only the planting strip and yard side of the TPZ shall be enclosed with the required chain link protective fencing in order to keep the sidewalk and street open for public use.
- c. **Size, type, and area to be fenced:** All trees to be preserved shall be protected with four (4) foot high chain link fences. Fences are to be mounted on round steel posts driven into the ground to a depth of at least two feet and no more than 10-foot spacing.
- d. **Warning Sign:** A warning sign shall be weatherproof and prominently displayed on each fence at 20-foot intervals on the tree protection fencing. The sign shall be a minimum 8.5 inches by 11 inches and clearly state: “WARNING – Tree Protection Zone”. See exhibit A-S.
- e. **Duration.** Tree fencing shall be erected before construction begins and remain in place until final inspection of the project, except for work specifically allowed in the TPZ.
- f. **During Construction.**
 1. All neighbors’ trees that overhang the project site shall be protected from impact and protection fencing may be required.
 2. The applicant shall be responsible for the repair or replacement of any publicly-owned trees that are damaged during the course of construction.
 3. The following tree preservation measures apply to all trees to be saved:
 - (a) No storage of material, topsoil, vehicles, or equipment shall be permitted within the TPZ.
 - (b) The ground under and around the tree canopy area shall not be altered.
 - (c) Trees to be retained shall be irrigated, aerated, and maintained as necessary to ensure survival.

EXHIBIT A

TREE PROTECTION FENCING



* Distance from trunk shall be as shown in tree study or 10' minimum.

NOTE: 8.5" x 11" Warning signs Required on each fence at 20' intervals

CITY OF KIRKWOOD

PRELIMINARY SUBDIVISION PLAT CHECKLIST SEPTEMBER 2016

ITEMS INCLUDED WITH APPLICATION

- Filing Fee.
- 18 sets of 11"x17" and 5 sets of preliminary plat and development plans 24" x 36" (**folded** to a maximum size of 12" x 10"), prepared by registered land surveyor or professional engineer.
- One set of color photographs of site frontage, adjacent properties, and significant site features.
- Request for waivers.

ITEMS SHOWN ON PRELIMINARY PLAT

- Proposed name and location of subdivision.
- Name and address of the owner, subdivider, land planning consultant, and the professional engineer or surveyor who prepared the plat.
- Existing and proposed street right-of-way and pavements, including any proposed dedication strips for widening existing streets; approximate gradients, types, and width of pavements; location of curbs, sidewalks, walkways, planting strips, and other pertinent data.
- Layout of lots, showing dimensions and square footage for each lot.
- Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds, or other public, semi-public, or community purposes.
- Easements, existing and proposed, showing locations, widths, and purposes.
- Front, side, and rear yard building set backs and dimensions.
- Location and size of nearest water main, storm sewer, sanitary sewer, and other utilities.
- Location of nearest fire hydrant.
- Location of proposed lateral sewer connections.
- Location and size of proposed storm and sanitary sewer lines.
- Location and size of proposed water lines and fire hydrants.

- Location of proposed street lights.
- Location and type of utilities to be installed.
- Tract boundary lines showing dimensions, bearings, angles, and references to known land lines and monuments.
- Topography of the tract; contours at vertical intervals of two (2) feet if the general slope of the site is less than ten percent (10%) and at vertical intervals of five (5) feet if the general slope is ten percent (10%) or greater. U.S.G.S. data will be acceptable.
- Grading plan showing proposed contours, drainage pattern, and first floor elevation of each building.
- Tree masses and all individual trees which have a caliper of 8 inches or greater shall be identified as to species and shown as to be lost or saved.
- Preliminary landscaping plan which locates and identifies by species new and existing trees to be counted as fulfilling tree density requirements.
- Location of existing structures.
- Scale, north arrow, and date.
- Information Summary:

Gross Site Area:

Net Site Area:

Common Ground Area:

Average Lot Area:

Zoning District:

Water:

Electric:

School District:

Petitioner/Engineer, Date

CITY OF KIRKWOOD

FINAL SUBDIVISION PLAT
CHECKLIST
SEPTEMBER 2016

ITEMS INCLUDED WITH APPLICATION

- Final Plat, 4 Copies 24"x36" (**folded** to a maximum of 12" x 10") and 18 copies reduced to 11"x17"
- Improvement plans, 4 copies 24"x36" and 18 copies reduced to 11"x17", showing all public improvements to be constructed in the subdivision and including final landscaping plan showing:
 - Canopy coverage
 - Significant trees to be saved
 - Planting schedule as shown:

<u>KEY</u>	<u>QUANTITY</u>	<u>COMMON</u> <u>NAME</u>	<u>BOTANICAL</u> <u>NAME</u>	<u>SIZE</u>
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- Site Tree Summary Statement:

Number of significant trees (8"±) to be saved =
Number of other trees (2-1/2"+) to be saved =
Number of trees to be planted for density requirement =

TOTAL NUMBER OF DENSITY TREES (Minimum 1 per 2,000
Square Feet) =

TOTAL NUMBER OF SCREENING TREES (If Required) =

TOTAL NUMBER OF FRONTAGE TREES (1 Per 50 Feet) =

GRAND TOTAL OF SITE TREES =

- Permit Fee for Land Subdivision, \$100 per lot plus 1.25% of estimated cost of public improvements.
- Detailed estimate of the cost of the proposed improvements, prepared by subdivider's engineer, and approved by City Engineer (see attached Guidelines).
- Sidewalk assessment fee of \$30 per linear foot if sidewalks are waived.
- Performance guarantee in the form of a cash deposit or letter of credit assuring completion of the proposed improvements. Amount of guarantee shall be as required under Article VI, Section 5, of the Subdivision Code, in the amount of the approved engineer's estimate.
- Evidence of approval by Metropolitan St. Louis Sewer District of all plans for sanitary and storm sewer installations and sewage disposal facilities.

ITEMS SHOWN ON FINAL PLAT

- Boundary lines, with dimensions and bearings or angles, which provide an accurate survey of the tract.
- All sections, township, and range lines and the boundary lines of municipalities, sewer, school, and other established districts within or adjoining the subdivided area.
- Accurate location of all existing and recorded streets intersecting the boundaries of the tract, and the lines and record owners of all adjoining lands with book and page numbers of recorded deeds.
- Reference to recorded subdivision plats of adjoining platted ground by record name and date.
- Accurate description of the boundary of the tract by metes and bounds, or otherwise, together with a statement of the included area calculated to the nearest one hundredth of an acre.
- Right-of-way lines of streets and other rights-of-way, and the property lines of all lots and other tracts, with accurate dimensions, bearings, and curve data, including radii arcs, points of tangency, and central angles.
- Name and right-of-way width of each street, alley, or other right-of-way.
- Location, dimensions, and purpose of each easement.
- Each lot line and identification system for all lots and blocks.
- The area in square feet for each tract, site, parcel, or lot in the subdivision.
- Purpose for which sites, other than residential lots, are dedicated or reserved.
- Location, type, material, and size of all survey monuments and lot markers, including bench marks, with elevations referenced to mean sea level datum.
- Subdivision title, or name; north arrow; scale; and date.
- Certificate of registered land surveyor, covering execution of survey and preparation of subdivision plat.
- Certificate of the owner creating the subdivision dedicating all street rights-of-way, dedicating all public areas with statement of the use or uses for which granted and referring to the restrictions of all types and trusts which will run with the land and become covenants in the deeds for lots.

- Certificates of all owners and holders of deeds of trust, the plat as prepared and releasing from the lien created by said deeds of trust all land dedicated to public use on the plat.
- Certificate indicating approval of the plat by the Council of the City of Kirkwood, prepared for execution by the City Clerk over the seal of the City of Kirkwood (see attached script).

Petitioner/Engineer, Date

GENERAL INFORMATION

When a subdivider can show that a provision of the Subdivision Code would cause unnecessary hardship if strictly adhered to and, when, in the opinion of the Planning and Zoning Commission because of conditions peculiar to the site, a departure may be made without destroying the general intent and spirit of the provision, the Planning and Zoning Commission may recommend a waiver or modification to the City Council. The subdivider shall apply in writing for the waiver or modification.

After the City Council has approved the final plat, including all supporting data, a record plat shall be submitted to the City Engineer for review. After the City Council has approved the final plat by Ordinance, the record plat will be endorsed by the City Clerk. Said plat, together with a certified copy of the ordinance granting such approval, shall be filed for record in the office of the St. Louis County Recorder of Deeds at the sole expense of the subdivider.

Within ten days after the recording of the record plat, the subdivider shall file with the City Clerk one mylar and two paper copies of the recorded plat, all of which shall bear the print of the recorder's stamp thereon.

No building permit shall be issued by the Building Commissioner for the construction of any building, structure, or improvements to the land or any lot within a subdivision until all the requirements of the Subdivision Ordinance have been fully complied with.

After completion of the construction of the improvements, a set of "as-built" drawings, certified by the developer's engineer, shall be filed with the City Engineer.

SCRIPT FOR PLANNING AND ZONING COMMISSION AND CITY COUNCIL APPROVAL

I, Betty Montaña, City Clerk for the City of Kirkwood, Missouri, do hereby certify that the above plat of <insert name of subdivision> was approved by the Planning and Zoning Commission on the ____ day of _____, ____, and was approved by the City Council of the City of Kirkwood, Missouri, by Ordinance No. ____ on this the ____ day of _____, _____.

Betty Montaña
City Clerk
City of Kirkwood, Missouri

RECOMMENDED SCRIPT FOR RECORD PLAT

We, the undersigned owners of the tract of land herein platted and further described in the foregoing surveyor's certificate, have caused the same to be surveyed and subdivided in the manner shown on this plat, which subdivision shall hereafter be known as <insert name of subdivision>. <Street names>, ___ feet wide, and the ___ foot wide road dedication strip along <street names> together with all cul-de-sacs and roundings located at the street intersections, which for better identification are shown hachured on this plat, are hereby dedicated to the City of Kirkwood, Missouri, for public use forever.

All easements shown on this plat, unless designated for other specific purposes, are hereby dedicated to City of Kirkwood, Laclede Gas Company, AT&T, Metropolitan St. Louis Sewer District, (Union Electric, if applicable), their successors and assigns as their interests may appear for the purpose of constructing, maintaining, and repairing of public utilities and sewer and drainage facilities with the right of temporary use of adjacent ground not occupied by improvements for the excavation and storage of materials during installation, repair, or replacement of said utilities, sewers, and drainage facilities. All the above-mentioned companies and the City of Kirkwood have the right to egress and ingress across common ground. No building or structure shall be erected on any easement, and the grade over any easement shall not be changed after installation of any utility.

All sidewalk easements shown on the above plat are hereby dedicated to the Trustees of the aforementioned subdivision for maintenance.

All common ground, including cul-de-sac islands, is hereby dedicated to the Trustees of the aforementioned subdivision for landscape maintenance. No structure other than street lights or other public utilities may be constructed or installed within a cul-de-sac island without authorization by the City of Kirkwood, Missouri.

All lots in this subdivision shall be subject to the restrictions and conditions set forth in an instrument to be filed of even date with this subdivision plat in the office of the Recorder of Deeds, St. Louis County, Missouri.

IN WITNESS WHEREOF, we have hereunto set our hands (and affixed our Corporate Seal, if applicable) this ___ day of _____, ___.

This is to certify that the undersigned has during the month of _____, __, by order of _____, made a survey and subdivision of _____, in Section __, Township __, Range __, St. Louis County, City of Kirkwood, in Missouri, and that the results of said survey and subdivision are correctly represented on this plat. This survey was executed in compliance with the current minimum standards for property boundary and subdivision surveys of the Missouri Department of Natural Resources, Division of Geology and Land Surveys. Boundary monuments as shown on this plat will be set prior to recording of plat, and all lot corners shall be set within twelve months of the recording of the plat.

Surveyor Name, Missouri Registration Number

COST ESTIMATE GUIDELINES

July 1, 2013

1. **GRADING/CLEARING**
Lump sum to be estimated by engineer and approved by City.
2. **STREET PAVEMENT** - Not less than \$35 per square yard.
PARKING LOT PAVEMENT - Not less than \$15 per square yard.
3. **CURBS**
Vertical curb & gutter with asphalt pavement, not less than \$20 per linear foot.
Rolled curb & gutter with asphalt pavement, not less than \$15 per linear foot.
Pinned-on curb (concrete pavement, cul-de-sacs, etc.), not less than \$15 per linear foot.
4. **SIDEWALKS** - Not less than \$7.50 per square foot of sidewalk pavement; Accessible sidewalk ramps - \$2,000 each.
5. **WATER SERVICE** - Not less than \$140 per linear foot of water main (includes hydrants, valves, etc.). If only hydrants, \$3,500 per hydrant.
6. **STREET LIGHTS** - Not less than \$1,800 per light.
7. **STORM SEWERS** - Itemized construction cost to be submitted by engineer and approved by City. Not less than St. Louis County schedule of unit prices.
8. **SANITARY SEWERS** - Itemized construction cost to be submitted by engineer and approved by City. Not less than St. Louis County schedule of unit prices.
9. **TREES ALONG FRONTAGE AND OTHER REQUIRED TREES** - Not less than \$120 per tree.
10. **SPECIAL PLANTINGS/SCREENING OR BUFFERING AS REQUIRED BY CITY APPROVAL** - Not less than \$120 per tree or \$20 per shrub.
11. **LANDSCAPING** - Not less than \$2,000 per landscaping island; watering system \$5,000 plus \$500 for each island.
12. **SAVED TREE GUARANTEE** - Not less than \$500 per tree or amount established by Planning and Zoning Commission/Council.
13. **FENCES**
Chain Link - 10\$/L.F.
Wood Board-on-Board - \$20/L.F.
Masonry - \$30/L.F.
Vinyl - \$20/L.F.
14. **TRASH ENCLOSURES**
Masonry - \$5,000 Each
Wood - \$2,000 Each
15. **STREET SIGNS** - Not less than \$200 per sign.
16. **SURVEY MONUMENTS** - Not less than \$500 per concrete monument and \$150 each corner marker.

17. "AS BUILT" PLAN DEPOSIT - \$500 Minimum.
18. DEPOSIT FOR DAMAGE TO CITY PROPERTY (streets, curbs, etc.) - \$5,000.
19. COMPLIANCE WITH PLANS AND CONDITIONS OF APPROVAL – Not less than \$2,000.
20. Items not listed shall be approved by City Engineer.

NOTE: MINIMUM PERFORMANCE GUARANTEE AMOUNTS:

Multi-family residential	\$10,000/unit
Subdivisions	\$ 5,000/lot
All other projects	\$ 5,000

**CITY OF KIRKWOOD
DEPARTMENT OF PUBLIC WORKS**

**STORM WATER RUNOFF STANDARDS
FOR
NEW DEVELOPMENTS
AND/OR
THE EXPANSION OF IMPERVIOUS AREAS**

REVISED SEPTEMBER 2016

1. GENERAL CONDITIONS

All storm water drainage facilities shall be designed and constructed in accordance with the latest rules and regulations and engineering design requirements of the Metropolitan Sewer District and the following additional minimum requirements.

2. IMPERVIOUS AREAS

Any impervious area, paved area, or parking area in excess of 3,000 square feet shall be provided with on-site storm water drainage facilities designed and constructed in accordance with the plans and specifications submitted to and approved by the City of Kirkwood and Metropolitan St. Louis Sewer District. (Exception: one single-family hose and accessory parking or building).

3. DRAINAGE ACROSS SIDEWALK AND DRIVEWAYS

No paved, impervious, or parking area greater than 3,000 square feet in area or over land flow greater than one c.f.s. shall discharge across a sidewalk or driveway.

4. MAXIMUM FLOW IN SWALE OR BEHIND BERM

The maximum capacity of a swale or behind a berm shall not exceed two c.f.s. The swale shall have adequate slope (2% minimum) and flow velocity to prevent ponding. Cross-section shall be provided for all swales. The maximum velocity in a swale shall not exceed five c.f.s. Sheet flow shall not be permitted over terraces.

5. STORM WATER DETENTION

Storm water detention shall be provided under the Rules and Regulations, and Engineering Design Requirements of the Metropolitan St. Louis Sewer District. However, if required by M.S.D., storm water detention in single-family residential

subdivisions shall be provided underground in pipes or chambers designed for such detention. The pipes or chambers shall be constructed of reinforced concrete and shall be covered with earth and shall not be located in the principle building area of any lot. Dry or wet above-ground detention shall not be permitted in single-family subdivisions.

6. SINKHOLE DISCHARGE

No project shall increase the storm water discharge into an existing sinkhole.

7. GRATED TROUGHS

Grated troughs may be required by the City of Kirkwood on streets of six percent grade or greater. Grated troughs may also be required at commercial entrances to the public right-of-way. Grated troughs, if required, shall be designed and constructed to the Standards of St. Louis County Department of Transportation. Grated troughs on City of Kirkwood public streets will become the maintenance responsibility of the City of Kirkwood upon final approval, inspection, dedication, and acceptance by the City of Kirkwood.

8. TRANSVERSE UNDER DRAINS

Transverse under drains shall be required under street pavement at all sags, low points, or other locations which contain a storm water inlet adjacent to the street pavement. The under drain shall be connected to the storm water inlet and shall be designed and constructed in accordance with City of Kirkwood standards. Under drains shall become the maintenance responsibility of the City of Kirkwood upon final approval, inspection, dedication, and acceptance by the City of Kirkwood.

9. INTERSECTIONS

Storm water flow through an intersection shall not exceed 0.5 c.f.s.

10. SPECIAL REQUIREMENTS

Development plans, parking lots, and commercial and multi-family buildings are subject to review by the City of Kirkwood Planning and Zoning Commission and Public Services Department. The City of Kirkwood may require additional storm water regulations or conditions of an approval to any project.