



WHERE COMMUNITY AND SPIRIT MEET[®]

Single Family Residential Site Plan Checklist

Checklist to be submitted with site plans
(Incomplete submissions will be returned for completion.)

Project Name/Address: _____

Applicant Name: _____ Date: _____

Email Address _____ Phone No. _____

Mark all boxes verifying they are included on the plans. If left blank explain why.

Separate permits are required for fences, retaining walls, swimming pools and decks which require more information than listed on this checklist.

**** Indicates items required at time of ARB/Single Family Site Plan Worksheet submittal***

Property survey signed and sealed by a licensed surveyor and site plan signed and sealed by a design professional in the state of Missouri shall include the following:

General

- *Project address, graphic scale, north arrow, and site location map.
- *Property lines, dimensions and property area
- *Size and location of all proposed and existing structures on site
- *Distance of all proposed and existing buildings from lot lines
- *First floor elevations of all existing and proposed buildings
- *Infill Residential Finished Floor Height and grade at center of foundation for subject and adjacent properties per code
- *Basement floor elevations
- Basement window or walkout door low sill elevation height
- *Zoning setback lines
- *Existing and proposed easements
- *Floodplain elevation, boundary and FIRM map #
- *Centerline and top of bank of all natural watercourses depicted on the most current USGS 7.5 Minute Series (Topographic) Maps
- *Stream buffer delineation
- No private improvements located in the ROW
- *Location of proposed driveway, parking areas, decks and patios
- *Existing total impervious area (SF)
- *Proposed impervious area (SF)
- *Proposed impervious area as percentage of the total lot area

Trees

- *Tree Survey and Protection Plan per Kirkwood Tree Code
- *Landscape plan with 35% canopy coverage per Kirkwood Tree Code

Grading & Siltation Control

- *Existing site topography with 2' contour intervals and spot grade elevations extend 20' onto neighboring property.
- Existing street curblin location and gutter flowline elevations across front
- Proposed grading plan with 2' contour intervals
- No slopes greater than 3:1
- No grading within stream buffer area
- Location and standard details of erosion control BMPs

Water

- Water main location
- Water service size and location
- Meter location
- Hydrant location if adjacent to property

Sanitary Sewer Lateral

- Sanitary sewer main location
- Sanitary sewer lateral location
- Cleanout locations (not located in the ROW)

Stormwater (may require review by MSD)

- Existing and proposed drainage area maps with flow arrows
- MSD engineering design regulations and standard specifications and details followed for new, improved or replaced stormwater structures, conduits or swales.
- Ponding elevations and overland flow paths per MSD regulations
- Downspout and other point discharge locations. Point discharges (downspouts, pop up emitters, culverts, pipes) must be located a minimum of 10' from the property line and not discharging towards neighboring private structures, patios, driveways or walkways.
- Sump pump discharge to drywell 10' minimum from property line or vegetated filter strip 20' from property line
- Sufficient spot elevations to confirm runoff is directed away from all structures and towards an acceptable outfall.
- Stormwater BMPs and design sheets per City of Kirkwood regulations.
- Stormwater BMPs not located within existing utility easements or ROW.
- Existing drainage paths and swales maintained

Driveways

- Installation or replacement of street curbs as directed by the City
- Standard pavement detail or note
- *Minimum width 10' at property line
- *Maximum width 20' at property line
- *Maximum width no wider than garage structure behind the property line. ***Any parallel walkway or decorative pavements beyond the garage width shall have a 6" vertical separation from the driving surface, unless leading to a legal 9'x19' parking space beyond the front building line.***
- *Loop driveway maximum width of 12'
- *Driveway approach flares do not extend beyond the property line
- *Located a minimum 5' from stormwater inlets
- *Located a minimum 10' from radius point at intersections
- Approach slope 15% maximum

Sidewalks

- Verify existing sidewalks are ADA/PROWAG compliant or indicate limits of sidewalk replacement to meet ADA/PROWAG standards (cross slope, trip hazards, shattered slabs, width)
- *Addition of new sidewalk required if a sidewalk network is present on the same block face.
- *5' sidewalk through driveways, 2% max cross slope. **Required regardless of adjoining sidewalk width or if there is no existing sidewalk.**
- *New sidewalk matches existing width, 4' minimum.
- ADA/PROWAG compliant curb ramps where adjacent to property.

Electric/Communications

- Underground electric/cable routing

Fences

- Not located within the public Right-of-Way or street easement.
- Located no closer than 12' from the street's back of curb or edge of pavement.
- Located minimum of 1' from public ROW, walkway or sidewalk
- Not located within the sight triangle extending 25' from the back of curb or edge of pavement of intersecting streets.

Retaining walls

- Proposed top and bottom of wall elevations
- Typical details
- Fence location and details
- Drain tile discharge location

Swimming Pools

- Drainage and water disposal system layout
- Pool wall and deck/patio grades and elevations