



Case No. _____
 Application Date _____
 Application Fee \$50.00 _____

City of Branson West, Missouri

**APPLICATION
 MINOR SITE PLAN**

We, the undersigned, request the City of Branson West, Missouri to approve the minor site plan attached to this application, and attest to the truth and correctness of all facts and information presented with this application.

Legal Description of Property (attach additional sheet if needed):

Street Address or Other Common Property Description _____

Property Owner's Name(s) _____

If corporation, Corporate Official Name and Seal: _____

Mailing Address _____

Telephone Number _____ Fax Number _____

PROPERTY OWNER'S SIGNATURE:

 (If corporation, signature of corporation official)

Applicant's Name: (If different from property owner): _____

Mailing Address _____

Telephone Number _____ Fax Number _____

APPLICANT'S SIGNATURE: _____

(Attach power of attorney authorizing applicant to act on property owner's behalf)

**CHECKLIST
MINOR SITE PLAN APPLICATION
City of Branson West, Missouri**

This checklist is provided to help you make sure that you submit everything that is required for a completed minor site plan application. The application must be complete and all items listed on the checklist must accompany the application or the site plan will not be reviewed. The completed application is to be submitted to the Branson West City Hall at the address listed below. Please refer to Attachment A for minor site plan review procedures.

APPLICATION FORM:	
	Property owner's name, address, and telephone number. If a corporation, corporate official and corporate seal.
	Application signed by property owner, or if applicable, corporate official.
	If different than the property owner, the applicant's name, address, telephone number and signature.
	If the applicant is different than the property owner, attach the owner's signed consent for the application to be filed on the owner's behalf.
	Street address or common description of the property.
	Legal description of the property.
MINOR SITE PLAN CONTENTS:	
	Submit three (3) copies of the minor site plan to include the following information:
1.	Proposed use or uses and a general description of the proposed development.
2.	A survey, certified by a registered land surveyor, showing property boundary lines and dimensions; all easements, roadways, rail lines, public rights-of-way, and any part of which cross, or are adjacent to, and affect the subject property.
3.	If easements are necessary, evidence that all easements can be obtained.
4.	Approximate north arrow and scale.
5.	Zoning classification and present use, if any, of the property.
6.	General location and approximate dimensions of all vehicular and pedestrian circulation elements, including streets, driveways, entrances, curb cuts, parking and loading areas, and sidewalks, including slope and gradient of vehicular elements.
7.	Location and size of existing public water and sewer utilities on or adjacent to the site and location of fire hydrants.
8.	Location, designation and total area of all useable open space.
9.	Location, size, use and arrangement of all proposed buildings and computations showing height in stories and feet, floor area ratio, total floor area, total square feet of ground area coverage of proposed and existing buildings which will remain, if any, and building separations.
10.	All existing or other drainage facilities, including size and dimensions of flow.
11.	Location, size and arrangement of all proposed outdoor signs.
12.	A landscaping plan in accordance with Article VIII of the <i>Branson West Zoning Regulations</i> , and drawings of any proposed screening or buffer plantings and types of materials or plantings used.

MINOR SITE PLAN CHECKLIST (continued)	
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	13.	A soil erosion control plan for the period during which construction will be taking place and after construction is complete.
	14.	Any other information that may be required by the City to determine the application is in compliance with the <i>Branson West Zoning Regulations</i> .

APPLICATION FEE:	
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	Submit application fee of \$50.00.
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Note: See the <i>Branson West Zoning Regulations</i> or Attachment A to ensure that this application conforms to the minor site plan requirements.

Submit Applications To:

Branson West City Hall
110 SilverLady Lane
P.O. Box 2229
Branson West, MO 65737
(417) 272-3313

Attachment A
Site Plan Review Process
Branson West Zoning Regulations

Section 317 Site Plan

- 317.1 **Applicability.** Site plans prepared and approved in accordance with the provisions of this Ordinance are required to assist City administrative officials in assuring compliance with all applicable requirements of this Ordinance and to assist in the review of building permits. Whenever a site plan is required by this Ordinance, a building permit shall not be issued until the site plan is approved.
- 317.2 **Developments Requiring a Site Plan.** Unless otherwise exempted by *Subsection 317.3*, a site plan is required for permitted and conditional uses in zoning districts as specified in *Article V*.
- 317.3 **Exemptions.** The following uses and activities shall be exempt from the requirements of this Section:
- A. Construction of or additions to single family or duplex dwellings on a lot of record.
 - B. Construction of or addition to any permitted accessory use to a single family or duplex dwelling on a lot of record.
 - C. Remodeling of a building or structure if no enlargement or expansion is involved.
 - D. Any temporary use permitted by this Ordinance.
- 317.4 **Site Plan Application.**
- A. **Minor or Major Site Plan Determination.** The site plan application shall be either for minor site plan approval or major site plan approval. A minor site plan shall be required for proposed development on existing platted lots of record that do not require the extension or construction of public improvements to the site. In all other situations where a site plan is required, a major site plan shall be submitted.
 - B. **Pre-application conference.** Although not required, it is recommended that the applicant request a pre-application conference with the City to determine that a minor site plan application is appropriate for the proposed development and to assist the applicant in ensuring conformity with the requirements of the site plan application.
- 317.5 **Minor Site Plan Review Process.**
- A. The minor site plan application shall be reviewed by the administrative official designated by the City within thirty (30) days of application, or such longer time as may be agreed to by the applicant. The City shall review the site plan to determine compliance with the applicable regulations of this Ordinance and the standards established in *Subsection 317.8*. Upon completion of review, the City shall approve the site plan, approve the site plan subject to specific modifications, or decline to approve the site plan.
 - B. The City shall return one (1) copy of the site plan to the applicant, indicating the determination made and any modifications necessary. If the City takes no action within the thirty days specified, the site plan shall be deemed to be approved.

- C. If the City declines to approve the site plan or if it approves the site plan subject to certain modifications that are not acceptable to the applicant, the applicant may request review and determination by the Planning and Zoning Commission. The applicant shall submit a written request for review by the Commission within fifteen (15) days of decision by the City administrative official. The Commission shall have forty five (45) days from the date of the applicant's request to make a determination. The actions of the Commission shall be final

317.6 Major Site Plan Review Process.

- A. **Commission Review.** The Commission shall review all major site plan applications. The application for major site plan review shall be submitted no less than fifteen (15) working days prior to the Commission meeting at which the site plan will be considered. The City Clerk will transmit the site plan to the City Engineer or other Administrative Official for review and recommendations prior to the scheduled Commission meeting.
- B. **Commission Action on Site Plan.** The Commission shall review the site plan and shall make its determination based on the standards for site plan review in accordance with *Subsection 317.8*. The Commission may approve the site plan, approve the site plan subject to specific modifications, or disapprove the site plan. The Commission shall have sixty (60) days to take action on the site plan. If no action is taken within the sixty (60) day time period, the site plan shall be deemed to be approved. Except where any other provision of this Ordinance may require Board of Aldermen review of the site plan, the decision of the Commission is final.

317.7 Effect of Site Plan Approval. Approval of the site plan, or of the site plan with modifications acceptable to the applicant, shall authorize the continued processing of applications for any further permits which may be required by this Ordinance or any other ordinances of the City, including approvals such as a building permit, a certificate of occupancy or a conditional use permit. A site plan approval shall be valid for a period no longer than eighteen (18) months from the date of approval unless a building permit is issued and construction begun within the eighteen month period.

317.8 Site Plan Review Standards. Site Plans shall be reviewed and approved unless it is found in writing that:

- A. The site plan application indicates violations of any applicable provisions of this Ordinance, which the applicant has after written request, failed or refused to correct.
- B. The site plan will result in unauthorized encroachment on an easement, roadway, utility or public or private right-of-way.
- C. In the case of a site plan submitted in conjunction with an approved development plan, conditional use permit, planned unit development, or any other specific development standards, the site plan does not adequately meet the specified standards.
- D. The proposed site plan does or will create specific drainage or erosion problems.
- E. If a bufferyard is required, the bufferyard plan for the site does not, or will not, adequately shield the proposed use from adjacent uses which may not be compatible with the proposed use.
- F. The circulation elements of the site plan, including road and pedestrian circulation elements will create hazards to safety on or off the site, uncoordinated pedestrian or vehicular circulation paths on or off the site, or result in undue interference or inconvenience to vehicular or pedestrian travel.