

# City of Wentzville

## CONDITIONAL USE PERMIT/SITE PLAN REVIEW CHECKLIST

- Seven (7) copies (initial submittal) of the drawings, 24" x 36" (**folded** to a maximum size of 12" x 10"), prepared by a registered land surveyor or professional engineer.
- One (1) copy reduced to 11" x 17".
- The City shall not accept or process any application that is delinquent on any City and/or County taxes until such time as all delinquent taxes are paid to the appropriate taxing authority, per Ordinance #2445. This can be done by calling St. Charles County Collector at 636-949-7470 or emailing them at [www.saintcharlescountycollector.org](http://www.saintcharlescountycollector.org).
- Property boundary survey.
- Existing building and improvements on site.
- North arrow, scale, and date.
- Name and signature of person preparing plat.
- Building setback lines for front, side, and rear yard.
- Proposed buildings, additions, or improvements located with dimensions, including dimensions to property lines.
- Parking layout and driveway, including parking stall size, handicap parking, aisle and driveway widths, entrance approach details, number of cars in each row, and paving details.
- Site topography showing existing and proposed contours at intervals of two (2) feet or less, including grading plan.
- Landscaping and buffering per ordinance with plant schedule as follows:

KEY	QUANTITY	COMMON NAME	BOT. NAME	SIZE
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- Utilities: Water, storm sewers, sanitary sewers, gas, and electric, including provisions for access.
- Architectural elevations of all proposed buildings.
- Water main and nearest fire hydrants.
- Exterior lighting.
- Easements, existing and proposed.
- Drainage pattern, proposed storm water management improvements.
- Performance Guarantee approved by the City assuring completion of the proposed improvements.

\_\_\_\_\_  
Petitioner/Engineer

\_\_\_\_\_  
Date

These are the minimum submittal requirements needed for review. Failure to provide all information will result in application being returned.