



File No. _____

Utility Facilities Permit Application
(Facilities Located on Private Property)

City of Creve Coeur, Missouri

Utility Provider: _____

Description of Proposed Work: _____

Location(s) of Project: _____ Locator # _____

| | |
|-------------------------------|---|
| <i>Applicant:</i> | <i>Applicant's Representative (if applicable):</i> |
| Name _____ | Name _____ |
| Company (If Applicable) _____ | Company (If Applicable) _____ |
| Address _____ | Address _____ |
| Address _____ | Address _____ |
| Telephone # _____ | Telephone # _____ |
| Fax # _____ | Fax # _____ |
| Email: _____ | Email: _____ |

APPLICANT:

Architect ____ Engineer ____ Contractor ____ Agent ____ Owner ____

The undersigned hereby requests review and approval of a Utility Facilities Permit for the placement of facilities on private property.

| | |
|-----------------------------------|--|
| <u>SUBMITTAL CHECKLIST</u> | |
| _____ | \$55.00 Application Fee |
| _____ | Site plan |
| _____ | Technical drawings/specifications |
| _____ | Certification of written notice to property owners (see attached procedures) |
| _____ | Electronic copy of all documents submitted. |

Signature _____

Title _____

Date _____

Department of Public Works
314-872-2533



Department of Public Works

Procedure and Requirements for Utility Facilities Approval

Pursuant to Section 405.690 Utility Facilities of the Zoning Ordinance of the City of Creve Coeur, Missouri, the following is a guide to the application requirements, review process, and regulations as they apply to utility facilities that are proposed to be located on private property (not for applications that involve installations within the public right-of-way or for roof-mounted communications equipment or communications towers). It is the intention of the City that proposed facilities will not impair public safety, harm property values or significant sight lines or degrade the aesthetics of the adjoining properties or neighborhood and that the placement and appearance of facilities on private property should be minimized and limited in scope to the extent allowed by law.

This outline is intended to serve as a guide to the procedures associated with Utility Facilities located on private property. This outline of procedures and requirements does not substitute for the adopted ordinances of the City of Creve Coeur. It is intended solely to serve as a convenience to the applicant, and should conflicts be found between this outline and the ordinances, the ordinances shall prevail.

Submittal Requirements

The following is a list of minimum requirements for the review of a Utility Facilities Permit Application:

- Utility Facilities Permit Application Form
- Filing Fee (\$55.00, includes two inspections) made payable to the City of Creve Coeur
- Proof of property ownership consenting to the filing of the application.
- Site Plan, dimensioned, showing location(s) of facilities to be located on private property. (Three (3) 11 x 17 copies or, if larger, folded to an approximate 11"x14" size)
- Technical drawings and specifications providing for the appearance, location, description, and installation details, and proximity to other facilities. (Three (3) copies).
- Certification from the applicant that it has provided written notice of the application to all property owners within 185 feet of the site(s) and that the notice included a reasonably detailed description of the proposed work, locations, and time and duration of the work.
- Electronic copies of all items submitted.

An application cannot be approved unless all above items have been received.

Application Review Process

1. The Department of Public Works in consultation with the Department of Community Development, will review each application and either approve or deny the application within thirty-one (31) days of receipt.
2. The Department of Public Works will issue a Facilities Permit upon determining that the following has been met:
 - All necessary information has been submitted
 - Fees have been paid

- Is in full compliance with the requirements of Zoning Ordinance Section 405.690 (Utility Facilities) and any other applicable ordinances.
3. In the review of the application, the Department of Public Works may impose conditions on facilities permits including alternative landscaping, designs or locations, provided that such conditions are reasonable and necessary, and do not result in a decline of service quality and are competitively neutral and non-discriminatory.
 4. A Utility Facilities Permit Application may be denied for the following reasons:
 - Delinquent fees, costs or expenses owed by the applicant;
 - Failure to provide required information;
 - The applicant being in violation of the provisions of Section 405.690 or other City ordinances;
 - For reasons of environmental, historic or cultural sensitivity as defined by applicable Federal, State or local law;
 - For the applicant's refusal to comply with reasonable conditions required by the Director; and
 - For any other reason to protect the public health, safety and welfare, provided that such denial does not fall within the exclusive authority of the Missouri Public Service Commission and is imposed on a competitively neutral and non-discriminatory basis.

Facilities Regulations

The following regulations apply to the placement and appearance of facilities pursuant to Zoning Ordinance Section 405.690 of the City of Creve Coeur:

- Facilities shall be placed underground, except when other similar facilities exist above ground or when conditions are such that underground construction is impossible, impractical or economically unfeasible, as determined by the City, and when in the City's judgment the above ground construction has minimal aesthetic impact on the area where the construction is proposed. Facilities shall not be located so as to interfere, or be likely to interfere, with any public facilities or use of public property.
- Facilities shall be located in such a manner as to reduce or eliminate their visibility. Non-residential zoning districts are preferred to residential zoning districts. Preferred locations in order of priority in both type districts are:
 - Thoroughfare landscape easements,
 - Rear yards, and
 - Street side yards on a corner lot behind the front yard setback. Placements within side yards not bordered by a street or within front yards are discouraged.
- Facilities shall be a neutral color and shall not be bright, reflective or metallic. Black, gray and tan shall be considered neutral colors, as shall any color that blends with the surrounding dominant color and helps to camouflage the facilities. Sight-proof screening, landscape or otherwise, may be required for facilities taller than three (3) feet in height or covering in excess of four (4) square feet in size. Such screening shall be sufficient to reasonably conceal the facility. A landscape plan identifying the size and species of landscaping materials shall be approved by the Director prior to installation of any facility requiring landscape screening. The person responsible for the facilities shall be responsible for the installation, repair or replacement of screening materials. Alternative concealment may be approved by the Director to the extent it meets or exceeds the purposes of these requirements.

- Facilities shall be constructed and maintained in a safe manner and so as to not emit any unnecessary or intrusive noise and in accordance with all applicable provisions of the Occupational Safety and Health Act of 1970, the National Electrical Safety Code and all other applicable Federal, State or local laws and regulations.
- No person shall place or cause to be placed any sort of signs, advertisements or other extraneous markings on the facilities, except such necessary minimal markings approved by the City as necessary to identify the facilities for service, repair, maintenance or emergency purposes or as may be otherwise required to be affixed by applicable law or regulation.
- If the application of this Subsection excludes locations for facilities to the extent that the exclusion conflicts with the reasonable requirements of the applicant, the Director shall cooperate in good faith with the applicant to attempt to find suitable alternatives, but the City shall not be required to incur any financial cost or to acquire new locations for the applicant.
- Any person installing, repairing, maintaining, removing or operating facilities, and the person on whose behalf the work is being done, shall protect from damage any and all existing structures and property belonging to the City and any other person. Any and all rights-of-way, public property or private property disturbed or damaged during the work shall be repaired or replaced and the responsible person shall immediately notify the owner of the fact of the damaged property. Such repair or replacement shall be completed within a reasonable time specified by the Director and to the Director's satisfaction.

Other Requirements/Information

- Facilities are subject to all other applicable regulations and standards as established as part of the City Code including, but not limited to, Building Codes, zoning requirements and the Rights-of-Way Usage Code in addition to the regulations provided in Section 405.690.