



DO NOT DUPLICATE THIS FORM

Permit # _____

**SITE IMPROVEMENT PERMIT APPLICATION
CITY OF CREVE COEUR, MISSOURI
COMMUNITY DEVELOPMENT DEPARTMENT**

COMPLETE INFORMATION REQUIRED FOR ALL SECTIONS BELOW. PRINT CLEARLY

Application Date _____ Project Address _____
Project Name _____

Applicant Name _____ owner / agent / contractor
Street address _____ City _____ State _____ Zip _____
Phone _____ Cell _____ Fax _____ Email _____

Property Owner Name _____
Street address _____ City _____ State _____ Zip _____
Phone _____ Cell _____ Fax _____ Email _____

Engineer Firm Name _____ Contact Name _____
Street address _____ City _____ State _____ Zip _____
Phone _____ Cell _____ Fax _____ Email _____

Contractor Firm Name _____ Contact Name _____
Street address _____ City _____ State _____ Zip _____
Phone _____ Cell _____ Fax _____ Email _____
Field Supervisor Name _____ Phone _____ Cell _____
Fax _____ Email _____ Other _____

*SITE IMPROVEMENT COST	TYPE OF WORK	TYPE OF STRUCTURE		FEES	
		RESIDENTIAL	COMMERCIAL		
COST \$ _____		<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> ASSEMBLY	PERMIT	\$ _____
<input type="checkbox"/> GRADING	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> TWO FAMILY	<input type="checkbox"/> BUSINESS	PROCESSING	\$ _____
<input type="checkbox"/> RETAINING WALL	<input type="checkbox"/> ADDITION	<input type="checkbox"/> 3 OR 4 FAMILY	<input type="checkbox"/> EDUCATIONAL	TOTAL	\$ _____
<input type="checkbox"/> STREETS/SIDEWALKS	<input type="checkbox"/> OTHER	<input type="checkbox"/> DORMITORIES	<input type="checkbox"/> FACTORY OR INDUSTRIAL	COLLECTED BY:	_____
<input type="checkbox"/> LANDSCAPING		<input type="checkbox"/> APARTMENTS	<input type="checkbox"/> HIGH HAZARD	<input type="checkbox"/> ESCROW ESTABLISHED	
<input type="checkbox"/> EROSION CONTROL		<input type="checkbox"/> HOTELS/MOTELS	<input type="checkbox"/> INSTITUTIONAL		
<input type="checkbox"/> OTHER		<input type="checkbox"/> NEW HOME	<input type="checkbox"/> MERCANTILE		
		<input type="checkbox"/> ADDITIONS	<input type="checkbox"/> STORAGE		
		<input type="checkbox"/> OTHER	<input type="checkbox"/> SINGLE OTHER		

DESCRIPTION OF WORK:

ZONING / SUBDIVISION INFORMATION

Subdivision Name _____ Lot Number _____
Lot Dimensions _____
Zoning Classification: A B C D RDD AR PO RO GC PC CB PH HE LI MX

No building or structure can be occupied or used for any purpose whatsoever until the **OCCUPANCY PERMIT** has been issued by the Building Department. The Building Department will not issue Occupancy without finalizing the site improvement permit.

FAILURE OF THE PERMIT HOLDER TO OBTAIN FINAL APPROVAL SHALL RESULT IN THE FORFEITURE OF THE ESCROW AND/OR MUNICIPAL COURT ACTION.

I certify that I am the owner in fee or agent and am authorized to apply for this permit and that cost estimates are true and correct. *Estimated cost = total site work cost minus (cost of land & professional fees)

Applicant Signature Date

SEE REVERSE SIDE FOR ITEMS TO SUBMIT WITH YOUR SITE IMPROVEMENT APPLICATION

SUBMIT THE FOLLOWING WITH YOUR APPLICATION

STEP ONE –

1. One copy of the site improvement plans, sealed by a professional engineer, include the following information:
 - a. Site Development Plan - Approved by the Planning and Zoning Commission. Include details from section 26-115 of the zoning ordinance;
 - b. Site Plan - Showing existing site conditions and proposed site improvements;
 - c. Utility Plan – Show existing and proposed utilities;
 - d. Demolition Plan – If applicable;
 - e. Erosion and Storm Water Control Plan – Required by section 26-60 of the zoning ordinance;
 - f. Grading Plan
 - g. Formal Landscaping Plan – Required by section 26-62 of the zoning ordinance;
 - h. Irrigation sprinkler Plan – Required by section 26-62 of the zoning ordinance;
 - i. Construction Details and Notes Plan – Include all specification standards required by: St. Louis County, MSD, MoDNR, MoDOT, EPA, ADA;
 - j. Storm Sewer Profile Plan – Requires approval from MSD;
 - k. Sanitary Sewer Profile Plan – Requires approval from MSD;
 - l. Proposed Drainage Area Map – Required by section 26-85;
 - m. Provide an Operation and Maintenance Manual – for all swales, detention areas, pipe reaches, and structures to remain private; include construction maintenance and continuing maintenance;
2. Engineers cost estimate of site improvements on firms letterhead, sealed & signed by a professional engineer;

STEP TWO –

1. After the first review, staff will mail the applicant a report which states the areas that need correction;
2. Resubmit three copies of Site Plan with corrections outlined in staff report;;
3. Submit construction escrow and a check for associated permit fees;
4. Provide copies of permits from all applicable jurisdictions: MSD, MODNR, MODOT, EPA, ADA, US Army Corps of Engineers

STEP THREE –

1. If application fails to meet all requirements outlined in steps 1, and 2, a second report which states areas that need correction will be mailed;
2. Resubmit four copies of Site Plan with Corrections outlined in staff report.

ESCROW –

1. Acceptable forms of escrow are: Letter of Credit, Cash, Surety Bond – Samples available on request.
2. Escrow Release
 - a. Up to 95% of the escrow can be released before the project is finalized and as work is completed;
 - b. Final 5% escrow will be released after all site improvements are complete;
 - i. the Site Development Engineer submits a letter of certification stating that all site improvements have been constructed in accordance with approved plans and specifications;
 - ii. Approval of all site improvement inspections performed by the building and planning and Zoning divisions;
 - iii. All Jurisdictions including MSD, MODNR, MODOT, EPA, ADA, US Army Corps of Engineers submit in writing a letter of acceptance of work performed.
3. Site Development Escrow(s) posted in the form of an underwriters bond can only be released in total. Therefore, this department will require all items listed above to be satisfied prior to final release.

FOR OFFICE USE ONLY

Initial Plan Review Date _____	Revisions Received Date _____	Revisions Review Date _____
Comments: faxed / mailed / phone / none	Complete / Incomplete / Inadequate	OK to Issue / More Comments

Plans Reviewed By: _____ Date Completed: _____
 Date Permit Issued: _____ Inspector Assigned: _____

Permit / Inspection Fee \$ _____
 Plan Review Fee \$20.00 \$ **PAID** **DID NOT PAY**
 Penalty Fee \$ _____ reason: _____
Balance Due \$ _____
 Amount retained for escrow \$ _____ Escrow type _____

THIS IS TO CERTIFY THAT PERMISSION WAS GRANTED TO THE PERMIT APPLICANT FOR THE WORK REPRESENTED ON THIS PERMIT. THIS PERMIT SHALL BECOME INVALID IF THE AUTHORIZED WORK IS NOT COMMENCED WITHIN SIX (6) MONTHS AFTER ISSUANCE OF THE PERMIT, OR IF THE AUTHORIZED WORK IS SUSPENDED OR ABANDONED FOR SIX (6) MONTHS OR IF THE PROJECT IS NOT COMPLETED WITHIN TWO (2) YEARS AFTER THE ISSUANCE OF A COMMERCIAL BUILDING PERMIT OR WITHIN ONE (1) YEAR AFTER THE ISSUANCE OF A RESIDENTIAL BUILDING PERMIT. PERMITS MAY BE GRANTED AN EXTENSION UNDER EXTENUATING CIRCUMSTANCES.

Permit Issuance Date _____
 Authorized by _____ Date _____

Final Inspection Approval / Date _____
 Inspector

NOTICE : Use of this property / space for any other purpose other than that indicated by this permit constitutes a violation of the Creve Coeur Zoning Code. It shall be unlawful to occupy this property / space unless this section bears the Occupancy Approval stamp and the signature of the Chief Building Official.

ESCROW RELEASE AUTHORIZATION

Upon final inspection it has been determined that this project has been substantially completed in accordance with the approved construction documents. Please release the escrow funds for this project.

Escrow Deduction/Reason \$ _____
Amount of Escrow Released \$ _____ **Address** _____

Site Improvement Permit Number _____

Director of Community Development _____ Date _____