

City of O'Fallon Planning and Development Department

100 North Main Street
O'Fallon, Missouri 63366
www.ofallon.mo.us
(636) 379-5544



For additional information send inquiries to:

E-mail: tcoffman@ofallon.mo.us or call (636)379-5544

Display House Plat Application

Prior to review and approval of the *Display House Plat* by the Planning and Zoning Commission, Staff will conduct a comprehensive review of the applicant's submission and provide a listing of any items that will need to be corrected, modified, or amended in order to meet City of O'Fallon Standards. If Planning and Zoning approval is granted, the required changes shall be shown on a revised *Display House Plat* that will be submitted to Staff for final approval prior to the issuance of any *Building Permits* for the display homes. This application shall be accompanied by the following information:

- All items shall be submitted online through the O'Fallon Permitting, Licensing and Enforcement portal (OPLE). Electronic submittals shall be Adobe PDF with the measuring functionality enabled for review purposes.
- The applicant will be billed for the application fee of \$100.00. The fee shall to be paid regardless of Preliminary Plat approval.
- Name and address of the property owner, the applicant, and/or the developer (if different from the applicant).
- Name of the proposed subdivision, which shall be original and not a duplicate of any previously recorded subdivision. Provide copy of letter from St. Charles County approving subdivision and/or street names.
- A *Display House Plat* layout designed by qualified land planner, registered professional architect, engineer or land surveyor, with their stamp, signature, and address, that shall contain a complete set of notations and descriptions that supply the City Staff with all relevant site information including but not limited to: which lots will have display homes; where off street parking will be located; how display homes will be accessed from the public right of way; and any additional information needed to demonstrate compliance with all applicable codes, requirements, and restrictions.
- Provide a North Arrow and a scale on each page of the submittal. The scale shall be: One (1) inch equals 20 feet through One (1) inch equals 200 feet (no greater or less than specified).
- A site location map that shows site in relation with the surrounding area.
- The total acreage of the area to be platted.
- Indicate square footage of each home and lot proposed.
- Show existing and proposed 100-yr. floodplain and floodway boundaries (where applicable) and include a note stating whether the site is within or outside the 100-yr. floodplain and reference the applicable FIRM map panel number and date. Where the floodplain is proposed to be altered, the application must contain approval from FEMA for the alteration.
- Show the layout of all streets, sidewalks, or public access routes in the proposed plat. All of these shall be fully labeled to indicate width of right-of-way and proposed street names.
- Delineate the layout, dimensions, and setback requirements of each lot proposed; in addition, show the location of the proposed structure and any other associated accessory buildings.

- Colored building elevations of all four sides of the “typical” proposed building and indicate the types of building materials.
- Adhere to all regulations set forth in Section 405.050 of the *Subdivision and Land Development Code*: Display Home Plat Procedure.
- Provide an off-street parking area that conforms to the standards set forth in Section 400.495 of the *Zoning Code*, with the understanding that the parking surface will need to be removed at a later date (as determined by Staff and the Planning and Zoning Commission).
- Any other information deemed necessary by the Planning and Zoning Commission; or any additional information deemed necessary by the Director of Planning and Development to adequately illustrate the proposed development.

Please Note:

- The *Display House Plat* is only valid until a *Record Plat* is approved by the City Council.
- Prior to construction, the Building Safety Division must review and approve the required *Building Permits*.
- A maximum of five (5) display homes per builder is allowed.