

PREAPPLICATION CONFERENCE FOR COMMERCIAL DEVELOPMENT

Please complete this application to schedule a pre-application conference with the City of Nixa Planning and Development Department staff. It is mandatory that this conference be held before construction plans can be submitted for review. Hiring a Missouri registered Architect or Engineer to attend the scheduled conference is strongly recommended.

SITE ADDRESS/LOCATION: _____

APPLICANT'S NAME AND ADDRESS: _____

TELEPHONE NO: _____ FAX NO: _____

ARCHITECT/ENGINEER'S NAME AND ADDRESS: _____

TELEPHONE NO: _____ FAX NO: _____

DESCRIPTION OF PROPOSED USE(S): _____

(FOR OFFICE USE ONLY)

SITE PLAN CHECKLIST

- Zoning
- Parking
- Signage
- Setbacks Shown
- Utilities
- Surrounding Streets and Driveways

LANDSCAPE PLAN CHECKLIST

- Number and Types of Proposed Plantings
- Green Space – Perimeter and Interior
- Screening

STORM WATER/TOPOGRAPHY PLAN CHECKLIST

- Topography
- Storm Water - Conveyance/Detention Design
- Sinkholes Identified/Sinkhole Report

PREAPPLICATION CONFERENCE HELD WITH: _____

DATE: _____

THE PERMITTING PROCESS

Construction documents submitted for review, which are complete and contain quality information, will decrease the time needed for plan review. City Staff has developed this packet to provide a better understanding of the plan review process and establish minimal guidelines for submittal of a quality set of construction documents.

Please be sure that all of the following guidelines have been met before submitting plans for review.

- ✓ Applicable codes are as follows:
 - The 2000 International Building Code
 - The 2000 International Mechanical Code
 - The 2000 International Plumbing Code
 - The 2000 International Fuel Gas Code
 - The 2000 International Energy Conservation Code
 - The 2000 International Fire Code
 - The 1999 National Electric Code
 - The 1998 ICC/ANSI A117.1 Accessibility Code
 - The 2002 City of Nixa Land Development Code
- ✓ All applicable items on the plan review checklist have been addressed.
- ✓ The proposed site is recognized by the City of Nixa as a legal tract of land.
- ✓ The proposed use is allowable within the zoned district
- ✓ A minimum of five (5) sets of construction plans must be submitted for review.
- ✓ Each page of the construction plans must be signed, sealed and dated by a professional architect or engineer, registered in the state of Missouri.
- ✓ All plan review submittals shall include a complete building permit application and appropriate fees.
- ✓ Construction documents shall be of sufficient clarity to indicate the location, nature and extent of work proposed, and shown in detail that it will conform to the provisions of codes (106.1.1) and (106.2).

SITE PLAN CHECKLIST

- Site plan information must be shown on three (3) separate sheets with the following information shown on each corresponding sheet:
 1. Landscape and Parking
 2. Setbacks and Utilities
 3. Stormwater and Topography
- Name of the project and proposed use.
- Signed, sealed, and dated by a Missouri registered architect or engineer,
- North Arrow,
- Vicinity map showing the location of the proposed site
- Legal description of the existing tract of record and zoning of parcel,
- Setbacks and locations of all easements including ingress, egress, sanitary, stormwater, and utility
- Percent of Impervious Surface to Greenspace
- Scale
- Location of any existing structures, water wells, septic and fuel tanks on site,
- Street names and locations, including Right of Way, centerline, surrounding drive accesses.
- Location of proposed and existing signage, including sign height and setback,
- Landscape(Interior and Buffer Yard) and proposed species
- Location and detailed design of trash enclosure
- Location and size of proposed and existing utility lines, including water, sewer, gas, electric, phone, etc.
- Locations of access drives, alleys, and intersections within 250' of the site and across street or alley.
- Location and elevation of FEMA 100 year flood way, flood plain, and sinkholes
- A separate flood plain permit is required if development is located within the flood plain.
- Size and location of all proposed new construction on site.
- Parking area, including all dimensions, site circulation, number of parking spaces provided and location of handicap parking.
- Building setbacks from lot lines, show site set back requirements,
- Landscaping required as specified by the 2002 City of Nixa Land Development,
- Code, including proposed location at type of landscape,
- Any screening requirements applicable to the proposed development including location, height and construction type,
- Topography lines must be shown indicating existing grade as well as final grade. Topography lines are to be in intervals no greater than one foot,
- Stormwater requirements must be indicated on plans, including the proposed location of all detention/retention facilities shown or indication that the applicant intends to apply for the fee-in-lieu of detention.
- Established grades and proposed street grades.
- If any sinkholes are present, the sinkhole must be shown. A sinkhole study identifying the sinkhole rim must be conducted by a registered geologist. A dashed line should be used indicating a 30' setback from the rim of the sinkhole area labeled as a non-developed area.