

## Inspection Requirements

### Step 3

Plans for site improvement land disturbance, stripping, excavating, filling work, paving, private sewers, and retaining walls bearing the stamp of approval of the City of Ellisville shall be maintained at the site during the progress of the work. To obtain inspections, a permit-holder shall notify the Department of Public Works at least 24 hours before the following:

1. Start of construction
2. Sediment and erosion measures installation
3. Completion of site clearing
4. Completion of rough grading
5. Completion of final grading
6. Close of the construction season
7. Completion of final landscaping
8. All paving activity
9. Utility Installations (i.e private sewers)
10. Retaining wall construction (a separate permit may be required)

And any other inspections deemed necessary by the Director of Public Works at the time of permitting.

## Utility Contact Information:

**Ameren Union Electric**  
280 Old State Road, Ellisville, MO 63011  
314-992-8916

**Spire Gas Company**  
700 Market St., St. Louis, MO 63101  
800-887-4173

**Spectrum Communications**  
941 Charter Commons, Chesterfield, MO 63017  
314-713-6378

**AT&T**  
402 N. 3rd St, St. Charles, MO 63301  
636-949-1312

**Metropolitan Sewer District**  
2350 Market Street, St. Louis, MO 63103  
314-768-6374

**MetroWest Fire Protection District**  
16060 Clayton Road, Ellisville, MO 63011  
636-779-5000

**St. Louis County Government Center**  
41 South Central Avenue, Clayton, MO 63105  
Health/Demo 314-615-8900  
Electric/Mechanical Permits 314-615-5184  
Right-of-way 314-615-8538

**Missouri Department of Transportation**  
601 Salt Mill Rd, Chesterfield, MO 63017  
314-896-1339

## Site Improvements Permit



*City of Ellisville  
#1 Weis Avenue  
Ellisville, MO 63011  
Phone: (636)227-9660  
Fax: (636)227-9486  
www.ellisville.mo.us*

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## Site Improvements Permit

The City Engineer is responsible for reviewing and inspecting site improvements. Site improvements may include grading, erosion/sediment control, landscaping, utilities, retaining walls, irrigation, and streets/sidewalks.

A site improvements permit is required for land disturbance activities involving more than thirty (30) cubic yards of earth/soil moved and/or more than 2,000 square feet of disturbed area, provided the Land Disturbance Activity is for the improvement of the property.

The applicant must obtain a Land Disturbance Permit from the State of Missouri Department of Natural Resources for any site where one (1) acre or more of land will be disturbed before beginning any site work authorized by a City permit. This requirement applies to sites of less than one acre that are part of a proposed development that will ultimately disturb one acre or more. A copy of the state application and permit must be included in the application to the City.

### Step One

Before coming to the permit counter at the Ellisville City Hall, you need to prepare and bring the following with you:

- ⇒ Two copies of the site improvement plans, signed and sealed by a professional engineer.
- ⇒ Engineer's cost estimate of the site improvements, signed and sealed by a professional engineer
- ⇒ A completed site improvements permit application

### The Site Improvement Plans should Include the following:

- 1) Cover Sheet
- 2) Demolition Plan (a separate demolition permit is required)
- 3) Site Plan identifying all future site improvements around the future and existing building (if applicable). The site improvements shall include all new construction, reconstruction, structural alterations, repairs, additions to or modifications of existing structures.
- 4) Utility Plan identifying the existing and proposed locations of all utilities serving the site.
- 5) Grading Plan
- 6) Storm Water Pollution Prevention Plan (SWPPP) - (see section 425.140 of the City of Ellisville Municipal Code of Ordinances)
- 7) Storm Sewer Profile Plan
- 8) Sanitary Sewer Profile Plan
- 9) Street Profile Plan
- 10) Drainage Area Map
- 11) Irrigation Plan
- 12) Construction Details
- 13) Landscape Plan

### Step Two

- ⇒ City staff will provide review comments to the applicant.
- ⇒ If the comments are adequately addressed, the applicant shall provide a minimum of five sets of plans for final approval.
- ⇒ An escrow is required in an amount of 100% of the site improvements prior to permit approval.
- ⇒ The cost of the permit is \$3 per \$1,000 worth of the improvements, plus \$55 per anticipated inspection.
- ⇒ DNR, MSD and any other applicable approvals are necessary prior to the City of Ellisville approving the site improvements permit.

### Questions?

Mike Hartwig  
City of Ellisville  
1 Weis Avenue, Ellisville, MO 63011  
636-227-9660 ext. 3004  
mhartwig@ellisville.mo.us

### Helpful Hint

Check with the Ellisville Planning Department for information on setback requirements:

Ada Hood, AICP  
City of Ellisville  
1 Weis Avenue, Ellisville, MO 63011  
636-227-9660 ext. 3042  
314-799-1162 mobile  
ahood@ellisville.mo.us