
Table of Contents

Planning & Development Services Policies

1. ELIMINATED (Chesterfield Historic and Landmark Preservation Committee – committee dissolved 7/15/2024)
2. Special Cash Escrow
3. Public Hearing Signs

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PLANNING		NO.	02
SUBJECT	Special Cash Escrow	INDEX	P
DATE ISSUED	07/15/2019	DATE REVISED	

POLICY

City Code Section 31-02-12 requires that developers guarantee completion of required improvements included on approved improvement plans. This guarantee is typically provided in the form of construction and maintenance deposits which carry a two (2) year term that may be extended with the approval of the Director of Planning and Development Services.

When, at the discretion of the Director of Planning and Development Services and/or the Director of Public Works, a required improvement cannot reasonably be constructed in conjunction with a development, or where it is determined that it is in the City's best interest to defer construction of the improvement to a later date, City staff shall require submittal of an Agreement Guaranteeing Improvement (Special Cash Escrow) and the associated deposit.

The amount of deposit associated with the Special Cash Escrow shall be 110% of the approved cost estimate. If the approved cost estimate is less than \$1,000, the Director of Planning and Development Services and/or Director of Public Works may, at their discretion, waive the requirement to provide a Special Cash Escrow or simply accept the equivalent deposit amount for use on a future capital project, or as otherwise determined by the Director of Public Works and/or Director of Planning and Development Services.

Special Cash Escrows shall be provided on the form provided by the City and shall be accompanied by the approved cost estimate, an exhibit depicting the required improvements, and the required deposit. The required deposit shall be in the form of cash or a check made payable to the City of Chesterfield.


Special Cash Escrows do not expire. City staff shall track Special Cash Escrows, review them annually, at a minimum, and ensure that established Special Cash Escrows are incorporated into future projects, as necessary. Special Cash Escrows will be held by the City until the required improvement is completed.

Upon completion of required improvements guaranteed by a Special Cash Escrow, the party responsible for completing the work shall submit a written request for reimbursement by the City. The request shall include documentation substantiating the actual cost to complete the improvement. If the requested amount is \$25,000 or less the reimbursement shall be reviewed and approved by the Director of Public Works. If the requested amount is greater than \$25,000 the reimbursement shall be reviewed and approved by the Director of Public Works and City Council in accordance with the City's Purchasing Policy. If the required improvements are completed by the City, the Special Cash Escrow shall be transferred to the Capital Project fund or other appropriate fund as approved by the Director of Public Works.

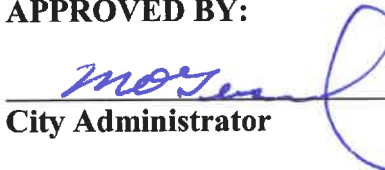
The reimbursement amount cannot exceed the amount of the Special Cash Escrow deposit unless otherwise authorized by the Director of Public Works. If the reimbursement amount is less than the deposit amount the remaining balance shall be transferred to the Capital Project fund for use on a future capital project or otherwise utilized as determined by the Director of Public Works.

Nothing in this policy obligates the City to accept a Special Cash Escrow.

RECOMMENDED BY:

 PEPW
Department Head/Council Committee (if applicable) 6/20/19
Date

APPROVED BY:

 7/15/19
City Administrator Date

Approved 8-0 by City Council
City Council (if applicable) 7/15/19
Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PLANNING

NO. 03

SUBJECT Public Hearing Signs

INDEX P

**DATE
ISSUED** 02/03/2020

**DATE
REVISED**

POLICY

To promote the utmost awareness of a potential zoning change or special procedure within the property boundaries of the City of Chesterfield, the city provides numerous forms of communication. The Public Hearing sign is a key element within the communication process. City Policy P-03 was created to define both the required content of the public hearing sign and the procedure for installation and removal.

The public hearing sign is one of eight ways the City of Chesterfield communicates public hearings. Below is a table outlining the notification requirements for public hearings in the State of Missouri Revisor of Statutes followed by the current notification requirements for public hearings required by the City of Chesterfield.

Communication of Zoning Petitions	
Required by State	City of Chesterfield Process
Post in local paper (15 days before)	Post in local paper (15 days before)
	Provide notice post card to adjacent parcels (225 ft)
	Provide notice to subdivision trustees (1 mile)
	City Website: Public Notice
	City Website: Active Development Project Database Map and Listing
	Petition notification (Sign-Up)
	Petition posted on bulletin board at the front entry of City Hall
	Public hearing signs

The Planner associated with the zoning petition places one (20"x26") sign on each property/area having roadway frontage, within reason. The Planner will post the sign within 5 business days from when the zoning petition application meets sufficiency. The Planner will remove the sign once the zoning process is complete.

The contents of the public hearing sign include the following: "Public Notice", City of Chesterfield logo, website address, language to contact the Planner of the Day for more information, and the Planner of the Day phone number.

Below is an image of the Public Hearing Sign to be posted for every zoning petition.

PUBLIC NOTICE

www.chesterfield.mo.us

 More information:
Contact Planner
of the Day

636-537-4733

RECOMMENDED BY:

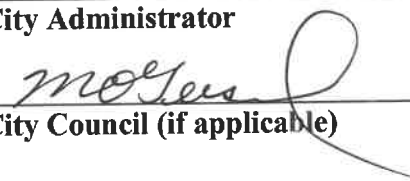


Department Head/Council Committee (if applicable)

2/6/2020

Date

APPROVED BY:

City Administrator


City Council (if applicable)

Date
2/3/2020

Date