

## **Application Check List for Major Preliminary Subdivisions**

The following must be submitted prior to the application deadline. Otherwise, the application will be deemed incomplete and may result in unnecessary delays: (Please ✓ when complete)

### **Preliminary plats shall contain the following information:**

- \_\_\_\_ 1. Written approval from the Development Review team that the plat is acceptable to all City departments.
- \_\_\_\_ 2. Tract boundaries (traverse bearings and distance of the boundaries).
- \_\_\_\_ 3. North point and scale.
- \_\_\_\_ 4. Location by section, township, range, county & state, including descriptive boundaries of the subdivision.
- \_\_\_\_ 5. Name of the proposed subdivision.
- \_\_\_\_ 6. Legal description of the entire tract to be subdivided and reference of the legal description to at least one corresponding point designated in the Missouri State Plane Coordinate System. Digital copy of legal description is required if not lot and block; also DWG file is required.
- \_\_\_\_ 7. A key map showing the tract in relation to the surrounding area.
- \_\_\_\_ 8. Scale specification (not to exceed 1 inch equals 100 feet), and date shall be indicated on each map, sheet or plan.
- \_\_\_\_ 9. Names and addresses of the applicant, developer(s), owner(s) of record, and the name, address and seal of the engineer, land surveyor, architect or land planner responsible for subdivision layout.
- \_\_\_\_ 10. Within 200 feet of the proposed subdivision, names of adjacent subdivisions, layout of streets (with names) and including an indication of whether such streets are paved or unpaved, dedicated rights-of-way with widths, connections with adjoining platted streets, widths and locations of alleys, easements, and public walkways adjacent to or connecting with the tract, location and size of all existing sanitary sewer, storm sewer, and water supply facilities.
- \_\_\_\_ 11. Existing topography with contours at a maximum of two (2) foot intervals. All topographic data shall relate to USGS data.
- \_\_\_\_ 12. Existing and proposed deed restrictions and protective covenants.
- \_\_\_\_ 13. Lot layout, dimensions, approximate lot areas, easements, and setback requirements.
- \_\_\_\_ 14. All parcels of land to be dedicated or reserved for public use or for use in common by property owners in the subdivision and any conditions of such dedication or reservation.
- \_\_\_\_ 15. Preliminary plans showing layout of all proposed sanitary sewerage and water distribution lines and facilities and the location of the closest existing water and sewer mains.
- \_\_\_\_ 16. Storm water management plan, calculations, and proposed size, nature and location of all proposed storm drainage improvements.
- \_\_\_\_ 17. Identification, location and nature of all existing and proposed zoning districts and land uses to be included within the subdivision and the zoning district and status of adjacent properties within 200 feet.
- \_\_\_\_ 18. A complete list of the names and mailing addresses of all owners of record of all land within 185 feet of the perimeter boundaries of the proposed subdivision.
- \_\_\_\_ 19. Layout and width of right-of-way and cross sections showing surfacing of all streets and public ways proposed for the subdivision; horizontal and vertical profiles showing alignment of all proposed streets; and proposed street names.
- \_\_\_\_ 20. The entire subdivision and the proposed division of the tract into phases, if applicable, and the sequence of development of such phases.

### **FOR NON-RESIDENTIAL SUBDIVISIONS, THE FOLLOWING ELEMENTS OF A CONCEPTUAL DEVELOPMENT PLAN SHALL ALSO BE SUBMITTED:**

- \_\_\_\_ 1. The boundaries of the tract to be zoned and the area adjacent for a distance of not less than five hundred (500) feet.
- \_\_\_\_ 2. The existing and proposed topography. Contours shall not exceed 20 foot intervals and shall be on a plan at a scale of one inch equals 200 feet or larger. The proposed topography shall be clearly delineated on the plan.
- \_\_\_\_ 3. The proposed location and arrangements of buildings, structures, parking areas, existing and proposed streets, drives and other public ways, public property, drainage, landscaping and other features of the proposed development.
- \_\_\_\_ 4. Sufficient approximate dimensions to indicate the relationship between buildings, streets, drives and property lines.
- \_\_\_\_ 5. A draft of easements, associations and maintenance agreements as well as specifications for ingress/egress to the property and any other legal requirements which will run with the property.