

PRELIMINARY PLAT CHECK LIST CHAPTER 410.210

Project Name _____ **Filing Date** _____
Applicants Name _____ **Meeting Date** _____
Address _____
_____ **Phone No.** _____
Project Address _____

Preliminary Plat Application Fee \$125 + \$1.00 for each lot over 50 _____ (Non-refundable).
Storm Water Plan review fee \$300 + \$50 per acre or fraction thereof of platted subdivision _____
Three (3) copies of plat(s) _____ for pre-filing review. Engineering Deposit \$500. _____
Preparation by a registered Professional Engineer licensed by the State of Missouri _____.

1. _____ Scale (not less than 100 feet = 1 inch)____, North Point____, and date_____.
2. _____ Proposed name of subdivision.
3. _____ Name and address of the owner of record, the subdivider.
4. _____ Length of boundaries of the tract (to the nearest foot), proposed location and width of streets____, alleys____, easements____, and setback lines____ and the approximate lot dimensions.
5. _____ Key map showing the location of the proposed subdivision.
6. _____ Location, size, and type of sanitary and storm sewers, water mains, culverts, power and natural gas lines and other surface and subsurface structures and pipe lines existing within or adjacent to the proposed subdivision, and the location, layout, type, and proposed size of the following structures and utilities:
 - a. _____ Water mains.
 - b. _____ Sanitary sewer mains, sub-mains and laterals.
 - c. _____ Storm sewers, culverts and drainage structures. Part of Storm Water Plan.
 - d. _____ Street improvements.
7. _____ Location of all drainage channels and sub-surface drainage structures and proposed method of disposing of all run-off from the proposed subdivision, and the location and size of all drainage easements relating thereto, whether located within or outside of the proposed plat. Storm Water Management Plan
8. _____ Outline of any property proposed for dedication to public use as park or open space with boundaries measured to the nearest foot and marked "Public".
9. _____ Appraisal of subject or similar property at time of subdivision \$_____ per acre, and proposed cash payment in lieu of park or open space dedication. Amount \$ _____.
10. _____ Classification of every street within or adjacent to the subdivision in accordance with the intended use of the street based on the proposed design. This shall be done by placing the appropriate term, directly on each street.
11. _____ Sidewalks ____; Green Space ____; St. Lights ____; Manhole: ____; Fire Hydrant; _____.
12. _____ Bond of Escrow required. Bond of Escrow amount \$_____.
13. _____ List of names and addresses of adjacent property owners within 300 feet of property in question.
14. _____ Approval letter from Missouri Department of Transportation for entrances/exits.
15. _____ Approval letter from Warren County Fire Protection District for entrances/exits/radius/turn-around.

REVIEWED:

Zoning Officer; _____, Date _____ Comments _____

Building Comm.; _____, Date _____ Comments _____

Public Works Dir; _____, Date _____ Comments _____

This list is to be used as a guide and is not intended to amend or supersede any corresponding City, State, or Federal Ordinances/Laws. Additional information may be required by the City to properly process the plat.

PROCESSES for PLANNING and ZONING

SUBDIVISION REGULATIONS Chapter 410.210

Preliminary and/or Final Plat(s)

Submit for review, with completed application and required documentation

Approval process. Planning and Zoning recommendation, Board of Aldermen approval. Final Plat requires ordinance passage.

Shall be submitted by Owner/Subdivider.

1. Pre-filing review of plat(s) by; Building Commissioner, Zoning Officer, and Public Works Director. An Independent Engineering Firm shall evaluate the "Storm Water Management" plan. Approximately 30 days review time required. \$125 Fee + \$1.00 for each lot over 50 for Preliminary Plat. \$125 Fee + \$1.00 for each lot over 50 for Final Plat. Storm Water Plan review fee \$300 + \$50 per acre or fraction thereof of platted subdivision. Engineering Deposit \$500.

2. Application for review required 45 days prior to Planning and Zoning Commission Meeting. Three (3) copies of plat(s). Expeditious request optional (Preliminary and Final Plats). Additional 10 copies for the Planning and Zoning meeting of each plat required after staff review. 13 copies if revisions are needed. If Planning and Zoning request any revisions an additional 10 copies are required. If no revisions are required an additional 7 copies are required for the Board of Aldermen meeting.

3. Staff generates report for Planning and Zoning Commission, Board of Aldermen, Mayor, and City Clerk, and notifies adjacent property owners by mail.

4. Planning and Zoning Commission meeting. **First Thursday of each month at 7:00 PM.**

Planning and Zoning Commission review.

Planning and Zoning Commission recommendation/conditions.

Note: 7 additional plat copies are required for the Board of Aldermen meeting. If conditions are added, see Paragraph 2 above.

5. Board of Aldermen 1st meeting. **First and third Tuesday of each month at 7:30 PM**, Board of Aldermen approval/denial. If approved, authorization to write ordinance is issued.
6. Board of Aldermen 2nd meeting. Ordinance passed.
7. Completion “Escrow” and all fees shall be paid prior to the Final Plat signing.

COMMENTS: The Final Plat shall be submitted and approved within one (1) year from the date of approval of the Preliminary Plat unless an extension is requested by the applicant and granted by the Planning and Zoning Commission.

DATE: _____

TO: Zoning Officer, City of Warrenton, Missouri

The undersigned requests the review and approval of the enclosed plat(s).

(Owner Signature)

FINAL PLAT CHECKLIST CHAPTER 410.220

Project Name _____ **Filing Date** _____
Applicants Name _____ **Meeting Date** _____
Address _____ **Phone No.** _____

Project Address: _____

Filing Fee \$125 + \$1.00 for each lot over 50 _____ (Non-refundable). Engineering Deposit \$500.
Preparation by a registered Professional Engineer licensed by the State of Missouri _____.
Storm Water Plan review fee \$300 + \$50 per acre or fraction thereof of platted subdivision _____
Scale 1 inch = 20' to 100' increments of 10. 3 copies of plat _____

1. _____ Location and description of all section corners and permanent survey monuments in or near the tract, to at least one of which the subdivision shall be referenced.
2. _____ The length of all required lines dimensioned in feet and decimals thereof, and the value of all required true bearings and angles dimensioned in degrees and minutes, as hereafter specified.
3. _____ Boundary lines of the land being subdivided fully dimensioned by length and bearings, and the location of boundary lines of adjoining lands, with adjacent subdivisions identified by official names.
4. _____ Lines of all proposed streets fully dimensioned by length and bearing and angles.
5. _____ Lines of all proposed alleys.
6. _____ Widths, and names where appropriate, of all proposed streets and alleys, and of all adjacent streets, alleys and easements which shall be properly located.
7. _____ Lines of all proposed lots fully dimensioned by lengths and bearings or angles except where lot lines meet street lines at right angles, bearings may be omitted
8. _____ Outline of any property which is offered for dedication to public use fully dimensioned by lengths and bearings, with the area marked "Public".
9. _____ Blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block, with areas to be excluded from platting marked "Reserved" or "Not a Part".
10. _____ Location of all building lines, setback lines, and easements for public services or utilities with dimensions showing their location.
11. _____ Radii, arcs, points of tangency, points of intersection, and central angle for curvilinear streets and radii for all property returns.
12. _____ Proper acknowledgment of owners and the consent by the mortgagor to plat restrictions.
13. _____ Location and description of the subdivision referenced to block, section, range, township, and U.S. Survey.
14. _____ List of names and addresses of adjacent property owners.
15. _____ Approved Storm Water Management Plan.
16. _____ Approval letter from Missouri Department of Transportation for entrances/exits.
17. _____ Approval letter from Warren County Fire Protection District for entrances/exits/radius/turn-around.

Zoning Officer; _____, Date, _____ Comments _____

Building Comm.; _____, Date _____ Comments _____

Public Works Dir.; _____, Date _____ Comments _____

This list is to be used as a guide and is not intended to amend or supersede any corresponding City, State, or Federal Ordinances/Laws. Additional information may be required by the city to properly process the plat.

PROCESSES for PLANNING and ZONING

SUBDIVISION REGULATIONS Chapter 410

Final Plat(s):

Submit for review, with completed application and required documentation

Approval process. Planning and Zoning recommendation, Board of Aldermen approval. Final Plat requires ordinance passage.

Shall be submitted by Owner/Subdivider.

1. Pre-filing review of plat(s) by; Building Commissioner, Zoning Officer, and Public Works Director. An Independent Engineering Firm shall evaluate the "Storm Water Management" plan. Approximately 30 days review time required. \$125 Fee + \$1.00 for each lot over 50 for Preliminary Plat. \$125 Fee + \$1.00 for each lot over 50 for Final Plat. Storm Water Plan review fee \$300 + \$50 per acre or fraction thereof of platted subdivision. Engineering Deposit \$500.

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COMMENTS: The Final Plat shall be submitted and approved within one (1) year from the date of approval of the Preliminary Plat unless an extension is requested by the applicant and granted by the Planning and Zoning Commission.

DATE: _____

TO: Zoning Officer, City of Warrenton, Missouri

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(Owner Signature)

SECTION 405.210: PRELIMINARY PLAT

A. *Planning Commission Action.*

- . On conditionally approving a plat, the Planning Commission may require submission of eleven (11) revised preliminary plats for the Board of Aldermen meeting. After the Board of Aldermen approves the Preliminary Plat, the applicant may proceed with the laying out of streets and roads, the preparation of utility plans and with the preparation of a final plat. No actual development work shall begin until the Final Plat is approved and signed by the Mayor of the City of Warrenton

SECTION 405.220: FINAL PLAT

No development improvement work shall begin until the following requirements shall be met.

- a. Submittal to and approval by the Public Works Director of the construction plans including a final “Storm Water Plan”.
- b. A surety bond or evidence of an escrow account or an irrevocable letter of credit is filed with the Finance Officer and all applicable City fees have been paid.
- c. Water and sewer permits from DNR shall be for the number of units shown on the, approved, Final Plat. Evidence that all other applicable permits required by County, State, and Federal agencies have been issued.
- d. The applicant shall provide, in digital format (CAD .dxf/dwg) and State Plans Coordinates, drawings of the preliminary plat and the construction plans as approved. Upon completion of construction the applicant shall provide “as built plans” in quantities and format as the Public Works Director shall require.

SECTION 405.110: COMPLETION ESCROW

In lieu of completion of the improvements herein required, the Board of Aldermen may require the subdivider to file a surety bond or evidence of an escrow account or an irrevocable letter of credit with the City Finance Officer to ensure the actual construction of such improvements according to the plans and specifications approved by the Board of Aldermen

within a period of time not to exceed two (2) years from the date of approval of the final plat. Such bond or account shall be in the amount of one hundred percent (100%) of the estimated cost of the improvement as determined by the Public Works Director and with surety and conditions satisfactory to the Board of Aldermen. No building construction shall be permitted on any lot that does not comply with the provisions of these Regulations and other applicable elements of the Comprehensive Plan, and no municipal utility service shall be furnished to such lot. (Ord. No. 407 Art. III §3, 11-16-81)

A. COMPLETION OF CONSTRUCTION

The construction of all subdivision improvements shall be completed within two (2) years of signing of the final plat by the Mayor of the City of Warrenton. The Board of Aldermen may grant time extensions for those developments showing good cause as to why the improvements have not been completed. In the event that an extension is requested and granted, the escrow, surety bond or irrevocable letter of credit for those developments not completed shall be extended.

B. CONSTRUCTION APPROVAL

When the Public Works Director approves the completion of each phase of improvement construction, the City will release ninety five percent (95%) of the appropriate amount of escrow.

C. FINAL APPROVAL

Upon completion and approval of all improvements, the balance of the escrow will be released.
(Ord. 1158, 1-2-00)

D. FAILURE OF CONSTRUCTION OF IMPROVEMENTS.

Upon the default of failure of the Subdivider to complete such improvements within said two (2) year period or any extension thereof granted by the Board of Aldermen, the Subdivider shall be considered in default and the City will become the owner of the escrow account of may make demand upon the surety bond or irrevocable letter of credit. (Ord. No. 1369, 1-6-03)