



City of Pleasant Hill

203 Paul Street, Pleasant Hill, MO 64080 816-540-3135 / Fax: 816-987-5141

PRELIMINARY PLAT APPLICATION MINOR SUBDIVISIONS (1-3 LOTS)

File # _____, Date Received: _____

Application is hereby made to the Community Development Division for approval of a subdivision plat.

Please Submit:

Five (5) Paper Copies, Minimum Size 22 X 33 and 1 Electronic Version

Final Plat Fee \$200.00 +(1 to 30 lots), \$400+ (31-100 Lots), \$600+ (100 plus lots)
(Non-Refundable) Check payable to: City of Pleasant Hill

Subdivision Name: _____

General Location: _____

Sec.: ____ Twp: ____ Rng: ____ Total Acreage: ____ Total Lots: ____

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Property Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Developer: _____

Agent: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Engineer/Surveyor: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip _____

Office Phone: _____ Cell: _____

Email: _____

Property Owner;

Signature: _____ Date: _____

Applicant/Developer;

Signature _____ Date: _____

24003.13 PRELIMINARY PLATS

- a. Submittal Requirements.** Applicants for major subdivision approval shall submit an application and Preliminary Plat to the Director. The Preliminary Plat shall be in sufficient detail to convey the applicant's ideas and intentions in platting the proposed subdivision. It shall contain a written description of the existing conditions on the tract and the necessary drawings and sketches as required by this section to convey the applicant's Plan of development. The plat shall be signed by a registered surveyor.

- b. Filing Procedure.** The applicant shall file the following with the Director, at least thirty (30) days prior to the regular Planning Commission meeting at which the Preliminary Plat is to be considered:
 - 1. A reproducible original and a sufficient number of copies of the proposed Preliminary Plat as specified on the application;
 - 2. Copies of all other information required by this section as specified on the application;
 - 3. The applicable plat review fee; and
 - 4. A complete list of the names and mailing addresses of all owners of record of all land within the appropriate perimeter boundaries of the proposed subdivision.

- c. Contents.** Preliminary Plats for major subdivisions shall include the following:
 - 1. Tract boundaries (traverse bearings and distances of the boundaries).
 - 2. North point, date and scale on each page. The scale shall be one inch equals one hundred feet (1" = 100') unless specifically waived by the Director.
 - 3. Location by section, township, range, city, county and state, including descriptive boundaries of the subdivision.
 - 4. Name of the proposed subdivision. This name shall neither duplicate nor too closely resemble the name of any existing subdivision.
 - 5. A location map showing the tract in relation to the surrounding area.

- 6. Names and addresses of the applicant, developer(s), owners(s) of record, and the name, address and seal of the engineer, land surveyor, architect or land Planner responsible for subdivision layout.
- 7. The following information for land located within 200 feet of the proposed subdivision: topography based on USGS or NAVD Datum at five (5) foot contour intervals; names of adjacent subdivisions; layout of streets (with names) and including an indication of road surface locations 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, size and rights-of-way widths of all existing sanitary sewer, storm sewer, and water supply facilities; parks and other open spaces; and permanent buildings.
- 8. Existing topography with contours at a maximum of five (5) foot intervals. All topographic data shall relate to USGS or NAVD Datum. In areas where grades are gentle, the Director may require a lesser contour interval. The location of water courses, limits of floodplains, floodways, ravines, bridges, lakes, wooded areas, approximate acreage and such other existing features as may be pertinent to the subdivision shall be shown.
- 9. Existing and proposed deed restrictions and protective covenants.
- 10. Location of proposed culverts and bridges.
- 11. Layout and width of right-of-way and cross sections showing surfacing of all existing and proposed streets and public ways proposed for the subdivision, and proposed street names.
- 12. Lot layout, lot number, approximate dimensions, approximate lot areas, easements, setback requirements with dimensions, and the number or letter of each block.
- 13. 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.
- 14. Preliminary Plans showing the locations and sizes of all existing and proposed sanitary sewerage lines, on site systems and facilities, the locations and sizes of all existing and proposed water distribution system lines and facilities, the location of the closest existing water and sewer mains, and the location and character of all other existing and proposed public utility lines, including gas and power lines. These Plans shall be accompanied by a written and signed statement explaining how the applicant proposes to provide sewage treatment

facilities or other disposal of sanitary wastes. When the applicant intends to use existing sewage treatment facilities, a letter from the proper authority accepting responsibility for treatment of sanitary wastes from the proposed subdivision is required to be provided by the applicant.

- 15. Stormwater management Plan pursuant to Section 24006.5, calculations, and proposed size, nature and location of all proposed storm drainage improvements.
- 16. 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 of the subdivision.
- 17. Existing building footprints and pavement boundaries.
- 18. Proposed use of lots.