City of Warrenton
200 West Booneslick
Warrenton, MO 63383
Phone: 636-456-3535 Fax: 636-456-1336
www.warrenton-mo.org

Application for Subdivision Approval

Preliminary or Final - (Section 410)

Date: _____ **Project #:** SUBD-__

Applicant Information		**Owner Information**
Name	_____	_____
Address	_____	_____
	_____	_____
Phone	_____	_____
Email	_____	_____

Subdivision Location Information:

Address: _____ **Project Name:** _____

Current Zoning: _____ **Preliminary Plat:** _____ **OR Final Plat:**__

Required Documentation:

This Application is required by City Zoning Regulation Section 410 SUBDIVISION APPROVAL and is not considered accepted until a "preliminary plat and/or final plat" and all required documentation is submitted and required fees paid.

The "Preliminary Plat" and "Final Plat" checklist is provided to serve as a guide in submitting a subdivision.

***Applicant Signature:**_____ **Date**: _

Print Applicant Name: _____

*Person with financial, contractual, or proprietary interest

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Application accepted by: _____ Date: _

Assigned Meeting Date: _____ Date: __

REV. 4/24/2019 dmr

Preliminary and/or Final Plat Subdivision Approval Process

SUBDIVISION REGULATIONS Chapter 410; Preliminary and/or Final Plat(s) Submit for review, with completed application and required documentation
Approval process of preliminary and final plat by City Staff or independent engineer review, Planning and Zoning Recommendation, and Board of Aldermen approval. Final Plat requires ordinance passage.

Application shall be filed/submitted by Owner/Subdivider.

Applications received by the first day of month will appear on Planning & Zoning meeting agenda for the following month in order to meet the public hearing requirements. **The City reserves the right to table any application due to need for additional research time. Failure to provide all documentation could cause application to be deemed by City staff as "not received".**

The following steps are required in the approval process:

1. **Applicant submission of completed application and required documentation and fees**

Preliminary Plat & Final Plat Filing fee $125 for 1st 50 lots, plus $1 for each additional lot
Preliminary Plat, In-house Plan Review fee (0 to 20 acres = $450, 21 to 100 acres = $1,000, above 100 acres = $2,000)
Per Section 410.225, Improvement/Construction plans must be approved by the City prior to the approval of the Final Plat.
Final Plat, In-House Plan Review fees;
Residential Subdivision (1 to 5 lots = $400, 6 to 20 lots =$500, above 20 lots = $800)
Commercial/Industrial Subdivision (0 to 3 acres = $500.00, above 3 acres = $800)
If plans are not reviewed In-house, a $500 Engineering Deposit is required (balance refunded or collected when process completed)
Storm Water Manage Plan Filing fee, $300 + $50 per acre or fraction thereof. (*If applicable)
Storm Water Manage Plan Review fee (0 to 20 acres = $450, 21 to 100 acres = $1000, 100+ acres = $2000)
Three original full size (11"X 17" minimum size) drawings required with application and in digital format (CAD.dxf/dwg) in State plans coordinates. If revisions are made prior to final approval, applicant must provide revised &/or updated CAD drawings that match approved plans.
Names and addresses of legal owners of adjacent properties within 300 feet of proposed site required with application-"public hearing" notifications will be completed by City.

2. **Application processing**

Preliminary and/or Final Plat is submitted to the City Staff or Engineering firm for review.
Applicant will be notified of additional requirements with a copy of the City's or engineer's findings.
Applicant must provide 3 copies of drawings (11"X 17" minimum size) reflecting any required revisions along with any additional documentation required.

3. **Planning & Zoning Commission Meeting-**1st Thursday of month

7:00 p.m. at City Hall chambers. It is necessary that the applicant or their representative is present at meeting.

4. **Planning & Zoning results**

Applicant will receive formal written notice of P&Z outcome. Any revisions or additional information required must be received by the specified deadline in order for the application to be included on the Board of Aldermen agenda.
Applicant must provide 3 copies of drawings (11"X 17" minimum size) reflecting any required revisions by the specified deadline for the Board of Aldermen meeting.

5. **Board of Alderman Meeting – 3rd Tuesday of Month**

6:00 p.m. at City Hall Chambers
It is necessary that applicant or their representative is present at meeting.

Preliminary Plat Checklist

Section 410.210

Project Name: _____ **Project No.** SUBD-__

Applicant Name:_____

Filing Fees:

$125 + $1 for each lot over 50: $ _____

Engineering Deposit (if applicable) $ _____

Preliminary Plat, In-house Review Fee: $ _____

0 to 20 Acres:	$450
21 – 100 Acres	$1,000
100+ Acres	$2,000
If plans are not reviewed In-house, a $500 Engineering Deposit is required.	

Storm Water Management Plan Filing Fee: $ _____

$300 + $50 per acre of site area

Storm Water Management Plan Review Fee: $

0 to 20 Acres:	$450
21 to 100 Acres:	$1,000
100+ Acres:	$2,000

The following may be required on the preliminary subdivision plat, where applicable:

Needed	Received	
☐	☐	Scale (not less than 100 feet = 1 inch):_____, North Point:_____, Date: _____
☐	☐	Proposed name of Subdivision
☐	☐	Name and Address of the owner of record, the subdivider
☐	☐	Length of boundaries of the tract (to the nearest foot), proposed location and width of streets:_____, alleys: _____, easements: _____, setback lines: _____, lot dimensions: _____
☐	☐	Key Map showing the location of the proposed subdivision
☐	☐	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: 1. Water Mains ☐ 2. Sanitary Sewer Mains, sub-mains and laterals ☐ 3. Storm sewers, culverts, and drainage structures. Part of Storm Water Plan ☐ 4. Street Improvements ☐
☐	☐	Location of all drainage channels and sub-surface drainage structures and proposed method of disposing 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)
☐	☐	Outline of any property proposed for dedication to public use as a park or open space with boundaries measured to the nearest foot and marked "Public".
☐	☐	Appraisal of subject or similar property at time of subdivision $_____per acre. And proposed cash payment in lieu of park or open space dedication $_____

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☐	☐	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.
☐	☐	Sidewalks: ☐, Green Space: ☐, Street Lights: ☐, Manholes: ☐, Fire Hydrants: ☐
☐	☐	Bond of Escrow required. Bond of Escrow amount: $
☐	☐	List of names and addresses of adjacent property owners within 300 feet of property to be subdivided
☐	☐	Approval letter from the Missouri Department of Transportation for entrances/exits
☐	☐	Approval letter from Warren County Fire Protection District for entrances/exits/radius/turn-around for fire equipment

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Zoning Officer:_____ Date:_____

Comments:

Building Commissioner:_____Date:_____

Comments:

Public Works Director:_____ 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 and/or Laws. Additional information may be required by the city to properly process the plat.

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