



**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 a financial, contractual, or proprietary interest

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Application accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Assigned Meeting Date: \_\_\_\_\_ Date: \_\_\_\_\_

## **Preliminary and/or Final Plat Subdivision Approval Process**

**SUBDIVISION REGULATIONS Chapter 410; Preliminary and/or Final Plat(s) Submit for review with a completed application and required documentation.**

**The approval process of the 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.**

**The Application shall be filed/submitted by Owner/Subdivider.**

Applications received by the first day of the month may appear on Planning & Zoning meeting agenda for the following month in order to meet the public hearing requirements. Completed applications will be added to the agenda (s) in the order they are received. **The City reserves the right to table any application due to the need for additional research time. Failure to provide all documentation could cause the 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 1<sup>st</sup> 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 (the balance will be refunded or collected when the process is 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 are required with the Application and in digital format (CAD.dxf/dwg) in State plan coordinates. If revisions are made prior to final approval, the 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 the proposed site required with application-“public hearing” notifications will be completed by the City.

### **2. Application processing**

Preliminary and/or Final Plat is submitted to the City Staff or Engineering firm for review.

The 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**

1<sup>st</sup> Thursday of the month, 6:00 p.m. at City of Warrenton Annex Building. It is necessary that the applicant or their representative is present at the meeting.

### **4. Planning & Zoning results**

The applicant will receive formal written notice of the 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**

3<sup>rd</sup> Tuesday of the Month, 6:00 p.m. at City of Warrenton Annex Building. It is necessary that the applicant or their representative is present at the 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**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Scale (not less than 100 feet = 1 inch): _____, North Point: _____, Date: _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed name of Subdivision  |
| <input type="checkbox"/> | <input type="checkbox"/> | Name and Address of the owner of record, the subdivider   |
| <input type="checkbox"/> | <input type="checkbox"/> | Length of boundaries of the tract (to the nearest foot), proposed location and width of streets: _____, alleys: _____, easements: _____, setback lines: _____, lot dimensions: _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Key Map showing the location of the proposed Subdivision  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, size, and type of sanitary and storm sewers, water mains, culverts, power and natural gas lines, and other surface and subsurface structures and pipelines existing within or adjacent to the proposed Subdivision, and the location, layout, type, and proposed size of the following structures and utilities:<br>1. Water Mains <input type="checkbox"/> 2. Sanitary Sewer Mains, sub-mains, and laterals <input type="checkbox"/> 3. Storm sewers, culverts, and drainage structures. Part of Storm Water Plan <input type="checkbox"/> 4. Street Improvements <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all drainage channels and sub-surface drainage structures and the 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)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 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".   |
| <input type="checkbox"/> | <input type="checkbox"/> | Appraisal of subject or similar property at time of Subdivision \$ _____ per acre. And proposed cash payment in lieu of park or open space dedication \$ _____  |

<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Sidewalks: <input type="checkbox"/> , Green Space: <input type="checkbox"/> , Street Lights: <input type="checkbox"/> , Manholes: <input type="checkbox"/> , Fire Hydrants: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Bond of Escrow required. Bond of Escrow amount: \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	List of names and addresses of adjacent property owners within 300 feet of the property to be subdivided
<input type="checkbox"/>	<input type="checkbox"/>	Approval letter from the Missouri Department of Transportation for entrances/exits
<input type="checkbox"/>	<input type="checkbox"/>	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.**