



City of Richmond, Missouri

Application for Preliminary Plat

Checklist

Note: No portion of an existing parcel may be sold or transferred to another party without first legally subdividing the property according to the City of Richmond Code Section 410 (Subdivision Regulations)

- _____ 1. In coordination with the Community Development Director, review procedures and requirements for subdividing. (Review entire check list and application)
- _____ 2. Select proposed date to meet Planning and Zoning Commission (*see attached calendar*)
- _____ 3. If the applicant is not the same as the owner, **the owner must sign application** and submit letter appointing applicant as the designated agent.
- _____ 4. A preliminary plat must be prepared by a registered land surveyor or professional engineer.
- _____ 5. All attachments and application completed and turned in at least twenty (20) days prior to scheduled Planning and Zoning meeting.
- _____ 6. A plan review meeting will be schedule upon acceptance of the application. This may be done as a pre-application conference as well. This meeting will take place with the Community Development Director, Fire Chief, Public Works, Ray County Health Department and State Highway Department along with any other required utilities, etc. (*See attached calendar for schedule*)
- _____ 7. The Community Development Director review application with applicant and inform applicant of any additional information that is needed prior to planning and zoning meeting.

- _____ 8. After application and all materials are complete, the Community Development Office will send out notification of the hearing at least 15 days in advance of hearing.
- Notice will be mailed to surrounding property owners within 185 feet of request.
 - Published in the Richmond News.
 - Notice at posted at City Hall, main bulletin Board.
 - Copies will be sent to the School District and all interested parties.
- _____ 9. Staff report will be prepared by Community Development Director including all information provided by applicant and sent to Planning and Zoning Commission.
- _____ 10. Community Development Office will mail agenda to applicant with meeting date and time.
- _____ 11. The Planning and Zoning Commission will hold a public hearing. It will be open to any comments whether for/or against and may be tabled to the next meeting for additional information.
- _____ 12. The owner or applicant **must attend** the Planning and Zoning Meeting. (Failure to attend will result in the application not being considered.)
- _____ 13. Upon conclusion of the public hearing, the Commission will approve, conditionally approve or disapprove the preliminary plat.
- _____ 14. Upon approval, this is an authorization to the sub-divider to proceed with the development of a final plat for final approval.

**CITY OF RICHMOND, MISSOURI
APPLICATION FOR PRELIMINARY PLAT**

Part I: Applicant/Agent Information

Applicant: _____

Mailing Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Property Owner *(if different than applicant)*: _____

Mailing Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Part II: Subject Property Information

Address: _____

Acreage/square footage: _____

Part III: SUBMITT THE FOLLOWING ATTACHEMENTS:

In addition to the application the following list of items must be attached in order to be accepted as a complete application. *(Please check all boxes to assure all have been provided)*

- € Complete application form
- € Copy of recorded deed or other instrument to confirm proof of ownership
- € Preliminary Plat *(see Appendix A list of details for the preliminary plat)*
- € Application Fee *(\$100.00)* along with cost of mailing certified
- € Ownership List *(within 185 feet of subject property; contact Ray County Assessor's Office)* Total number of mailings: _____

Part IV: Signatures

Applicant:

By signing below, I acknowledge that all information submitted above is true to the best of my knowledge and belief.

Applicant/Agent

Date

Owner if different than applicant:

If I have designated an agent or applicant to appear on my behalf, I understand such agent/ applicant is designated to represent me and is authorized as the means of communication with the city in regards to this application. I further acknowledge that all submitted information above is true to the best of my knowledge and belief.

Owner

Date

Department Use Only

Date completed application received by Community Development: _____

Filing Fee: \$100.00 *Postage: #of letters:* _____ *Total Mailing Cost:* _____

TOTAL FEES COLLECTED: _____

**APPENDIX A
PRELIMINARY PLAT INFORMATION**

Minimum Required Information:

- € Name of the proposed subdivision and the tract designation of the property.
- € Sheet size shall be limited to eighteen (18) inches by twenty-six (26) unless extreme conditions require a larger size to clearly delineate the proposed subdivision.
- € One reduced Print no larger than Eight and one half (8 ½) by eleven (11)
- € Name and address of record of landowner, applicant, engineer, surveyor, and any others who may have prepared the plat
- € Location of all existing monuments of record.
- € The gross and net acreage of the proposed subdivision; the acreage of streets; and any areas reserved for the common use of the property owners within the subdivision.
- € The boundary lines of the proposed subdivision, and their bearing and distances, with ties to existing section corners and/or corners or points of legally recorded subdivisions of record within the corporate limits of the City.
- € All section lines, U.S. Survey and township lines, lines of incorporated areas, school districts and all other legally established districts.
- € The location, purpose, type and dimension of all streets and easements, existing and/or platted in, and in the locations of all existing underground utility installations in the proposed subdivision.
- € Proposed location and approximate dimensions of all lots, building lines, easements and improvements thereon and the proposed use of the lots.
- € The areas within the proposed subdivision subject to inundation or storm water overflow, the subsurface conditions of the property, including the results of any tests made to ascertain subsurface rock, soil and ground water, and the results of the soil percolation tests of individual septic tanks.
- € Date, North arrow and scale.
- € Existing zoning.
- € Legal Description.
- € Location of Floodplain areas.

Supplemental Information required with the Preliminary Plat:

- € Preliminary plans and profiles shall be submitted (at a scale no greater than twenty (20) feet to the inch for: Each proposed street (including grade, width and type of pavement), storm water drainage, grading and other improvements being proposed.
- € Whenever part of a tract is proposed to be subdivided and additional portions thereof to be subdivided in the future, a sketch plan of the entire tract shall be submitted.
- € If street lighting is proposed, a map showing the arrangement thereof.
- € All maps shall show date, scale and north point. Each individual sheet shall be identified with its proper numerical sequence.

- € Any proposed indenture of restrictions, providing for the establishments of a Governing Body of property owners.
- € Water and sewer main expansion plans and profiles.

MINIMUM STANDARDS FOR DESIGN *(See Section 410.040 for more detail)*

No preliminary plat shall be approved unless it conforms to the following minimum standards for design:

- 1) Streets.
 - a) Relation to adjoining streets.
 - b) Projection of streets.
 - c) Classification of street and widths of right of way.
 - d) Intersections.
 - e) Curves and grade changes in streets—horizontal.
 - f) Street grades and elevations.
 - g) Marginal access streets.
 - h) Street jogs.
 - i) Cul-de-sacs.
 - j) Street names.
 - k) Alleys.
 - l) Streets in relation to railroads, expressways, freeways and parkway.
- 2) Blocks.
 - a) Length.
 - b) Width.
 - c) Pedestrian way.
- 3) Lots.
 - a) Frontage—Minimum with of seventy (70) feet at front setback line.
 - b) Arrangement.
 - c) Dimensions.
 1. Minimum lot area is 8,000 sq. ft. and min. depth of 110 feet.
- 4) Utility and drainage easements.
- 5) Community assets.
- 6) Public open spaces and areas.