

# Preliminary Plat

City of Independence, Missouri

PROJECT TITLE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Total acreage \_\_\_\_\_ Number of lots/tracts \_\_\_\_\_ Property zoning \_\_\_\_\_

Current land use \_\_\_\_\_ Stream Buffer? YES / NO

Proposed Land Use \_\_\_\_\_

## ***APPLICANT (DEVELOPER):***

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_ Fax \_\_\_\_\_

## ***PROPERTY OWNER:***

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_ Fax \_\_\_\_\_

## ***SURVEYOR/ENGINEER:***

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Owner

**Fees \$375.00 + \$3.00/lot or tract** (Effective 7/1/17) **Total Due \$** \_\_\_\_\_

## APPLICATION FILING

In order for an application to be considered complete, the following materials must be submitted at the time of application:

1. Completed and signed application form.
2. Application fee – \$375.00 plus \$3.00 per lot/tract. All checks should be made out to 'City of Independence'. (Effective 7/1/17)
3. A title report by an abstracting or title insurance company, or an attorney's opinion of title, showing the name(s) of the landowner(s) and all other persons who have an interest in or an encumbrance on the platted land.
4. Two (2) tree survey/preservation plans, if not submitted previously.
5. Eight (8) 24" x 36" copies folded to 8.5" x 11"; one 8.5" x 11" paper copy; a .pdf copy on a compact disk.

## **PRELIMINARY PLAT CRITERIA**

In considering a preliminary plat application, the Planning Commission and City Council will give consideration to the criteria stated below to the extent they are pertinent to the particular application. The application will be evaluated on each of the following requirements.

1. Compliance with environmental and health laws and regulations concerning water and air pollution, solid waste disposal, water supply facilities, community or public sewage disposal, and, where applicable, individual systems for sewage disposal;
2. Availability of water that meets applicable fire flow requirements and is sufficient for the reasonably foreseeable needs of the subdivision;
3. Availability and accessibility of utilities;
4. Availability and accessibility of public services such as schools, police and fire protection, transportation, recreation facilities, and parks;
5. Consistency with the zoning district regulations;
6. Conformity with the Major Thoroughfare Plan;
7. Effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision;
8. Physical land characteristics, such as floodplain, slope, soil, and elevation differentials with abutting properties;
9. Recommendations and comments of the Development Review Committee and other reviewing agencies;
10. Conformity with the Master Sewer and Water Utility Plan; and
11. Compliance with this development ordinance and all other applicable regulations.

## **PRE-APPLICATION MEETINGS**

A pre-application meeting is required prior to submitting a final site plan application. Contact the Community Development Department at 816-325-7415 to schedule a pre-application meeting. The purpose of the conference is to

- Acquaint the applicant with the procedural requirements of the Unified Development Ordinance (UDO);
- Provide for an exchange of information regarding applicant's proposed development and the regulations, restrictions and requirements of the UDO, the Comprehensive Plan and other development requirements;
- Advise the applicant of any public sources of information that may aid the application; identify policies and regulations that create opportunities or pose significant restraints for the proposed development;
- Review proposed concept plans and provide the applicant with opportunities to enrich the development plan in order to mitigate any undesirable project consequences;
- Review the compatibility with adjacent land uses, either proposed or existing;
- Provide general assistance by City staff on the overall design of the proposed development.

It is not necessary to have detailed plans drawn prior to the pre-application meeting. However, the more information brought to the meeting (even in sketch form), the more thorough and specific the staff can be in its response.

## **FILING THE APPLICATION**

An application for preliminary plat must be completed and submitted to the Community Development Department, with the proper filing fee, payable to the City of Independence. A complete application consists of all items identified in the Submittal Requirements checklist. Application fees can be paid in cash, with a check, or with a credit card.

## **DEVELOPMENT REVIEW COMMITTEE**

Every application goes through a detailed staff review at the Development Review Committee (DRC). This is a staff-only committee consisting of representatives of various city departments and divisions that reviews each item and identifies relevant issues. Out of this meeting, the development departments will prepare written comments on the proposed application. The staff comments will be sent to all parties listed on the application form (via fax or email) after the meeting. The comments must be addressed prior to the preliminary plat proceeding to the Planning Commission. Two (2) 24" x 36" and twelve (12) 11" x 17" copies of the corrected drawings and a disk with the plat in a pdf format shall be provided.

## **APPLICANT'S MEETING**

The applicant's meeting is to:

- Allow City staff to present a preliminary, technical review of submitted plans;
- Request from the applicant any necessary plan revisions;
- Give the applicant an opportunity to ask questions; and
- Work out a schedule for submitting revised plans.

The applicant will meet with staff (e.g., Community Development, Public Works Engineering, Water Pollution Control, Water, Power and Light, Fire, and Parks) in a conference room in City Hall. This meeting is not the appropriate forum to discuss policy issues or negotiate any agreements. If an application involves policy issues or items that may be resolved through a development, the Community Development Department will schedule a separate meeting with the appropriate staff.

However, alternative solutions to technical problems that are within the authority of the staff to consider may be discussed. If an applicant has questions, it would be helpful to call ahead of time so the staff can be prepared with answers at the meeting.

If extensive changes are being made or more information is needed to adequately review the application (e.g. additional traffic or engineering studies), then the application may be "continued" (i.e., rescheduled to a later Planning Commission meeting date to allow time for the necessary work to be completed). If deficiencies are minor, the item will be scheduled for a Planning Commission meeting, subject to revised plans being submitted by the Revised Plans Due date.

## **PLANNING COMMISSION**

Every preliminary plat application is reviewed by the Planning Commission. The Planning Commission discusses the action that should be taken and the reasons for that action. The Planning Commission's action is a recommendation to the City Council to either approve, approve with conditions (referred to as "conditions"), or deny the application. The Planning Commission may also vote to continue an application to a later meeting to allow further study or the submission of either more information or revised information by the applicant or the staff. A majority vote of the Commission members present is needed to pass any motion.

If the Planning Commission's action involves changes to the preliminary plat, the applicant shall submit two (2) 24" x 36" and twelve 11" x 17" copies of the corrected drawings and a disk with the plat in a .pdf format at least 10 days prior to the City Council meeting. If the Planning Commission's action involves no changes to the preliminary plat, no revised drawings are required.

## **CITY COUNCIL MEETING**

After the Planning Commission recommendation, the City Council considers the preliminary plat. The Council will either approve or deny the preliminary plat by resolution.

## **EXPIRATION**

Approval of a preliminary plat is valid for two (2) years from date of approval. Within the two (2) years, the applicant must:

- Submit a final plat application for the subdivision; or
- Submit a successive plat in a series of final plats, each covering a portion of the approved preliminary plat, within successive two year periods after the date of approval of the latest final plat in the series.

If the developer fails to record a final plat for any portion of the preliminary plat within two years after the date of approval or within one year after the date of approval of the most recently recorded final plat, all proceedings concerning the subdivision are terminated.

## **CONTENTS OF PRELIMINARY PLAT**

The preliminary plat must be prepared on a standard 24-inch by 36-inch sheet with the drawing oriented so that north is at the top of each sheet. All plans must be drawn to a standard engineering scale. The actual scale should be selected to best fit the sheet but must be at least 1" equals 100 feet. If multiple sheets are required, a map key must be provided. The preliminary plat consists of the following sheets:

### **TITLE SHEET**

A title sheet containing the following shall be submitted:

1. Proposed name of subdivision.
2. A vicinity sketch (location map), at a legible scale, which shows the relation of the plat to its surroundings. Utility connections too remote to be shown on the preliminary plat must be shown on this sketch.
3. Location of boundary lines by section, quarter section or quarter-quarter section lines, and any adjacent corporate boundaries comprising a legal description of the property conforming to the current Missouri state plane coordinate system.
4. Names, addresses, and phone numbers of the developer and the engineer or surveyor making the plat.

### **SKETCH PLAN SHEET**

When a subdivision is a portion of a larger area planned as a phased and related development, a master development plan (sketch plan) of the entire development must be submitted with the preliminary plat of the portion first to be subdivided. The sketch plan must include, but not be limited to, conceptual drainage, land use, utility, and street layout and must contain the following information:

1. Scale, one inch represents 200 feet or one inch represents 400 feet
2. Name, location, north arrow, and acreage
3. The proposed development by phase of construction, identifying for each phase and for the total development: the proposed use; the density by number of dwelling units per gross residential acre; the approximate gross floor area of commercial and industrial use; and the floor area ratio (FAR) of commercial and industrial use
4. The location of collector, arterial and commercial streets, the general location of access points to abutting arterial streets, all points of ingress to and egress from the subdivision, and projected traffic generation
5. The proposed locations of major public uses, such as schools, open spaces, and recreation space

### **PRELIMINARY PLAT SHEET**

The preliminary plat shall contain the following:

- The general location, width, radii, grade and name of proposed streets, roadways, alleys, sidewalks and public walk ways, public rights-of-way or other easements with center lines, culverts and bridges, public drives and curb cuts, median breaks, and turn lanes
- The general location and size of all proposed sanitary sewer and water lines and their proposed connection to existing lines
- Proposed location and size of storm water improvements
- Proposed fire hydrant locations
- Layout, number and approximate dimensions of lots, approximate lot areas, setback requirements with dimensions, and blocks, with number or letter of each, if applicable
- The location and size of proposed open space for public use proposed to be dedicated or reserved and any conditions of such dedication or reservation; parks, playgrounds, churches, or school sites or other special uses of land to be considered for public use, or to be reserved by deed or covenant for the use of all property owners in the subdivision

**EXISTING CONDITIONS SHEET**

An existing conditions sheet, which indicates existing conditions with 200 feet of the site, shall contain the following:

- Locations, width and name of each existing or platted street, alley or other public way; railroad and utility rights-of-way; dedicated rights-of-way; bridges; parks and other public open spaces; and permanent buildings;
- All existing stormwater or sanitary sewers, water mains, gas mains, culverts, or other underground installations with pipe size, grades and locations shown;
- Names of abutting subdivisions and owners of abutting parcels of unsubdivided land;
- Locations of drainage ways and water courses indicating stream order, and all areas designated as the 100-year floodplain areas by the Federal Emergency Management Agency;
- Ravines, bridges, lakes, tree masses, approximate acreage, and such other existing features as may be pertinent;
- Special features (such as ponds, dams, steep slopes or unusual geology) or unusual historical features (such as former dumps, fill areas or lagoons) must be identified by the applicant. The applicant, at the Community Development Director's discretion, may be required to provide professional analysis of these conditions to address health, safety and general welfare questions related to the proposed subdivision;
- Identification, location and nature of all existing and proposed zoning districts and land uses within 200 feet of the boundaries of the proposed subdivision; and
- Topography (unless specifically waived) with contour intervals of not more than 2 feet, referred to USGS or City datum, except the City may require a lesser contour interval in areas where grades are gentle.

### **STORMWATER MANAGEMENT PLAN SHEET**

A Stormwater Management Plan shall be submitted and contain the following information:

1. A topographic drawing showing the area proposed to be platted and the extent of the drainage basin(s) in which it is located
2. A stormwater management plan, pursuant to the Public Works Manual, calculations, and proposed size, nature and location of all proposed storm drainage improvements
3. Preliminary grading and erosion control measures

### **NATURAL RESOURCE PROTECTION PLAN SHEET**

A Natural Resource Protection Plan sheet, as required by Article 14-500, shall be submitted and shall include a Stream Buffer Plan and Tree Preservation Plan, as applicable.

### **PHASING PLAN SHEET**

If the development area is to be platted in more than one phase, a phasing schedule for the entire project must accompany the preliminary plat. The phasing schedule must include, but is not limited to, clearly defined areas for phasing, estimated dates for completed phases, and utility design.