Preliminary Plat Requirement Checklist

The preliminary plat shall be submitted and shall provide the following information:

- (1) Name of development
- (2) Drawing of plat to scale of one inch equals 100 feet or larger unless otherwise approved by staff, date of preparation, and north arrow. Plat shall indicate the proposed layout of streets, lots and other features in relation to existing utilities and other conditions.
- (3) General location map of the vicinity of the proposed subdivision.
- (4) Location of boundary lines in relation to section lines, quarter section lines, or other adjacent appropriate boundaries. A metes and bounds description comprising a legal description of the property shall be delineated on the plan.
- (5) Names, phone number, fax, e-mail address (if available), addresses and contact information of the applicant and preparer of the plat. The plat drawing shall be prepared by a professional licensed by the Missouri Board for Architects, Engineers, Surveyors, and Landscape Architects, unless otherwise approved by staff.
- (6) Existing conditions, including location and width of rights-of-way, sidewalks, paved areas, and name of all existing platted streets, public ways, railroad and utility rights-of-way, parks and other public open spaces within 200 feet of the subject property.
- (7) Existing sanitary and storm sewers, water mains, gas mains greater than six inches, culverts, and other major above or below ground distribution or transmission lines within the proposed subdivision or immediately adjacent thereto.
- (8) Names of adjacent subdivision or owners of adjacent parcels of unsubdivided land.
- (9) Existing topography portrayed by two-foot contours with labeled contours at intervals of not more than five feet and preliminary street grades, preliminary drainage facilities and proposed contours in areas of cutting and filling in excess of ten feet.
- (10) Location of watercourses, limits of the design flood, ravines, bridges, lakes, wooded areas, and the approximate acreage of the plat as well as the other principal features identified.
- (11) Location and width of all proposed streets and public rights-of-way such as alleys, pedestrian ways and easements, and typical proposed roadway sections.

- (12) General location and character of all proposed public water, sanitary sewers, stormwater conveyances or control structures, and water features. If to be so served indicate any developer constructed sewage treatment facility or pumping station to serve the subdivision.
- (13) Approximate dimensions of lots within the subdivision.
- (14) Location and size of proposed parks, playgrounds, churches, school sites or special uses of land to be considered for dedication for public use, or to be reserved by deed or covenant for the use of all property owners within the subdivision.
- (15) Front building setback lines, side building setback lines on corner lots, buffer strips and other setbacks as required in this section.
- (16) Designation of phases of development with an approximate timetable for commencement and completion of each phase if the total area is not proposed to be developed as one phase.
- (17) A table for residential plats indicating the type and number of units, gross acres and average lot area per dwelling based on total acreage minus area dedicated or reserved for streets and open area.
- (18) For nonresidential plats, indicate the approximate location of access and drive locations from the public right of way, internal circulation, and a note on the plat indicating proposed land uses.