

Residential Minor Subdivision Review Checklist



Plan Submittal Requirements:

- 2 full sets of stamped plans
 - Electric submittal - all plans contained in a single PDF
 - 3 full sets if commercial kitchen or dining area
 - 1 full set of specifications and hydraulic calculations
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1.) Project Information sheet (pg. 2) **Must be completed for all projects**

Expected review time

2.) Phase I – Sketch Plat Checklist: (pg. 3) 7 days

Concept review meetings are required for all new development and redevelopment projects requiring zoning, plating, pre-treatment, stormwater, floodplain, or variance requests. To request a concept review meeting submit required information by Monday for a concept review meeting to be held on the following Tuesday.

3.) Phase II – Preliminary Plat Checklist: (pgs. 4-6) Up to 90 working days

Following the pre-application conference, applicants for minor subdivisions may prepare and submit a preliminary plat. The preliminary plat shall be in sufficient detail to convey the applicant's ideas and intentions in platting the proposed subdivision. It shall contain a written description of the existing conditions on the tract and the necessary drawings and sketches as required, conveying the applicants plan of development. The preliminary platting process can take up to 120 working days for review and presentation to the Planning Commission.

4.) Phase III – Final Plat

The development can proceed to final plat once either a) a subdivision improvement agreement has been executed or b) all infrastructure has been completed and as built drawings have been submitted and approved.

Project Information

Required for all Commercial, Subdivision and Building Plans

Project Title: _____ **Date** _____

Project Location / Address: _____

Parcel Number / ID: _____

Project Scope (Details): _____

Phase of project: Sketch Preliminary Plat Construction Final Plat

Engineer/Designer/Architect (responsible for construction document(s)):

Name: _____ Phone #: _____

Email Address: _____

Signature: _____ Title: _____ Date: _____

PHASE I – SKETCH PLAT CHECKLIST

PLANNING & ZONING

Required for all Commercial and Subdivision plans

City of St. Joseph

The purpose of the concept review meeting is to review the City’s adopted ordinances and requirements with the applicant, discuss and review the expectations for site development and appearance, and to set project expectations on all sides before detailed construction plans are developed.

Concept Plan Requirements: To schedule your plan review, please submit two (2) copies of the graphic proposals to the Planning Department on Monday, one week prior to the review date. The pre-application plan will be reviewed according to the following criteria.

Project Information

A. **Vicinity map** with scale, north arrow, surrounding street names and track boundaries.
Adjacent municipal boundaries, if applicable

B. Project narrative

- ___ 1. Purpose of project, with detailed description of operation
- ___ 2. Zoning District of the proposed site
- ___ 3. Zoning District of all the property within 200 feet of the proposed site
- ___ 4. Expected variances from standards

C. Design Considerations

- ___ 1. Existing site topography (Minimum 2-foot contours or best available)
- ___ 2. Predominate soils (Hydrologic Soil Group of infiltration/permeability)
- ___ 3. Drainage boundaries
 - ___ a) Identification of natural streams
 - ___ b) Arrows showing direction of water flow
- ___ 4. Stream buffers and floodplain limits
- ___ 5. Wetlands
- ___ 6. Watershed (receiving waterway)
- ___ 7. Existing stormwater outfalls

D. Infrastructure

- ___ 1. Existing roads and utilities including easements
- ___ 2. Proposed lot lines-with lots consecutively numbered or building placement
- ___ 3. Proposed road placement

Applicant: _____

Project Name: _____

Contact Name: _____

Location: _____

Phone Number: _____

File Number: _____

Email: _____

Date of Submittal: _____

Fax: _____

Concept Plan Review Meeting Date: _____

Attended By:

PHASE II - PRELIMINARY PLAT CHECKLIST

Required for all Minor Subdivision plats

PLANNING & ZONING

City of St. Joseph

The purpose of the preliminary plat review is to provide the city staff a chance to review the site design while there is still the opportunity to make changes, and prevent costly delays. Staff will review the notes from the concept review meeting, as well as criteria for pre-treatment, floodplain, stormwater engineering and design, fire and vehicle access to ensure local and federal requirements are met. This stage of plan submittal fulfills the requirement for preliminary platting to proceed to Planning Commission Review and Approval.

Preliminary Plat Requirements: The preliminary plan must include the following information:

General Information

1. Tract boundaries
2. North arrow and scale
3. Location by section, township, range, county and state, including descriptive boundaries of the subdivision.
4. Name of the proposed subdivision.
5. Legal description of the entire tract to be subdivided and reference of the legal description to at least one corresponding point designated in the Missouri state Plane Coordinate System.
6. A key map showing the tract in relation to the surrounding area.
7. Scale specification of no greater than one inch equals 100 feet (1" = 100') and date on each map, sheet or plan.
8. Names and addresses of the applicant, developer(s), owner(s) of record, and the name, address and seal of the engineer, land surveyor, architect or land planner responsible for subdivision layout.
9. Within 200 feet of the proposed subdivision, names of adjacent subdivisions, layout of streets (with names) and including an indication of whether such streets are paved or unpaved, dedicated rights-of-ways with widths, connections with adjoining platted streets, widths and locations of alleys, easements and public walkways adjacent to or connection with the tract, location and size of all existing sanitary sewer, storm sewer and water supply facilities.
10. Existing topography with contours at a maximum of two foot intervals. All topographic data shall relate to USGS data.
11. Existing and proposed deed restrictions and protective covenants.
12. Lot layout, dimensions, approximate lot areas, easements and setback requirements.
13. All parcels of land to be dedicated or reserved for public use for use in common by property owners in the subdivision and any conditions of such dedication or reservation.
14. Preliminary plans showing layout of all proposed sanitary sewerage lines and facilities and lines and facilities of the water distribution system and the location of the closest existing water and sewer mains.
15. Storm water management plan, calculations and proposed size, nature and location of all proposed storm drainage improvements.
16. Identification, location and nature of all existing and proposed zoning districts and land uses to be included within the subdivision and the zoning district and status of adjacent properties within 200 feet.
17. A service availability letter from appropriate fire district, water district, sewer district, school district, St. Joseph Cablevision, Missouri State Highway Department, St. Joseph Light & Power, Spire, Missouri-American Water Company, Telephone company, the United States Post Office and/or other agencies, where applicable.
18. Receipt from the director of finance showing paid preliminary plat fee.
19. A certificate from the city finance department indicating that there are no outstanding or delinquent fees, assessments or taxes with respect to the property proposed for subdivision and/or the property owner.

Nothing in this section shall be construed to prohibit the combination of any or all phases of development into one phase, or fewer than originally planned. Any temporary improvements that are no longer necessary solely due to the combination of two or more phases need not be constructed, provided the combined phases proposed meet the standards identified in Subsection (d)(2)b. above.

Proposed Site Design information (items may be combined on plan sheets as appropriate):

- a) Site layout plan: location, square footage and use of any proposed building or addition with proposed setbacks.

- b) Access Plan: Provide details for site access to public rights of way. Provide details for new public or private roadways and associated cross sections. Include pavement sections, dimensions, and sight distance certifications. Include the proposed signage and lighting plan with location, dimensions, photometrics and typical details. Provide approval from MoDOT if project access connects to state highway.
- c) Sidewalk: include 5' sidewalk along all street frontages. Include details and aprons to meet ADA requirements.
- d) Utility and Sanitary Sewer Plan: Provide the location of water lines, service fire line, hydrant locations and flow capacity, electric, cable, telephone and sanitary sewer system. Show existing and new sewer line profiles and manholes. If pre-treatment is required, provide the completed wastewater contribution permit application, and pre-treatment engineering report
- e) Grading Plan: including existing and finished grades/contours
- f) Stormwater Drainage Plan: Include watershed and drainage areas sizes and direction of flow. Include drainage structures, pipe size, material, line locations, pipe sizing calculations, details, elevations of key system elements, and outfalls to existing drainage. Provide profiles and distances between sanitary and storm sewers. Include hydraulic grade line for the 100 year event and release (flow) rate from each outfall. Hydrology reports (2 copies) required to support all proposed stormwater detention facilities. Plan and reports must conform to APWA 5600, APWA's Manual of Best Management Practices for Stormwater Quality and City's Post Development Stormwater Management Ordinance.
- g) Erosion and Sediment Control Plan: Provide the limits of disturbance and the total area disturbed. Include any wetland areas or and related preservation methods. See APWA 5100 and related documents for more details. All projects over 1 acre must include a Stormwater Pollution Prevention Plan.
- h) Floodplain Development Plan: Show location/elevations of the 100-year flood plain with proposed finished floor elevations, if applicable. Development within and/or adjacent to the flood plain must meet NFIP and FEMA requirements. Identify fencing and other structures located within the flood zone. Identify methods to protect utilities and other mechanical equipment from flood damage. Enclosed spaces below the base flood elevation (BFE) must have appropriately sized openings.
- i) Proposed Easements/Covenants and Benefit District Applications: Provide proposed easements or covenants and restrictions for the new development. If the developer or city is requesting a financial vehicle for long-term maintenance, provide Benefit District Applications and associated documents.

For more information:

APWA documents <http://kcmetro.apwa.net/PageDetails/439>
 City Codes of Ordinances: <http://www.stjoemo.info/index.aspx?NID=206>
 Water Protection Wastewater Contribution Questionnaire and Permit Application
<http://www.stjoemo.info/index.aspx?NID=314>

Contact:

Nic Hutchison, City Planner
 816.271.4648
nhutchison@stjoemo.org

PHASE IV – FINAL PLAT CHECKLIST

Required for all Minor Subdivision plats

PLANNING & ZONING

City of St. Joseph

The purpose of the final plat review is to provide the city staff a chance to review subdivision compliance. The final plat will be submitted to City Council to approve or deny the dedications.

Final Plat Filing Procedure: The applicant shall file the following with the planning department 15 days prior to the City Council meeting at which the final plat is to be reviewed:

1. Three reproducible originals, 15 full size copies of the proposed final plat and 15 copies reduced to 11 inch by 17 inch paper;
2. Digital copy of the final plat;
3. A minimum of 14 copies of the additional information required;
4. A completed application form;
5. The applicable fees for filing and recording of the plat, and for review of the construction plans; and
6. An agreement in writing on a form provided by the city attorney that the developer will install all of the improvements required herein.

General Information

7. Name of the subdivision;
8. Date, Scale and North Arrow;
9. Total acreage of the proposed subdivision;
10. The location of survey monuments “referenced in” on the ground so that they can be reproduced in the field;
11. The state plane coordinates ties to the city’s geographic information system (GIS);
12. The location by section, township, range, county and state, including descriptive boundaries of the subdivision;
13. Abstract of title or other certificate establishing ownership interests and proof that proper parties have signed the plat for all land in the subdivision;
14. The lines, profiles, typical sections and grades of all proposed streets (which include sidewalks), and their width names (if applicable);
15. The boundary lines of all adjoining lands for a distance of 100 feet and showing (with dotted lines) the right-of-way lines and adjacent streets and alleys with their widths and names;
16. Building lines and easements for rights-of-way provided for public use, services or utilities, with figures showing their dimensions and listing uses that are being provided;
17. All dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the subdivision, blocks, lots, streets, easements, building lines and other areas to be dedicated for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot;
18. Area in square feet for each lot or parcel, which shall equal or exceed applicable zoning ordinance requirements;
19. An accurate drawing of the proposed subdivision;
20. Completed final construction plans conforming with the requirements of these regulations, for all roadway, grading, sanitary sewerage system, storm drainage facilities, water distribution system and other pertinent site improvements. Eight copies of such construction plans shall be submitted with the final plat (if applicable);
21. A copy of all deed restrictions and/or protective covenants and, if applicable, articles of incorporation and bylaws of a homeowners association for the proposed subdivision; a copy of any amendments to the restrictions shall be submitted to the city as well;
22. Other information pertaining to the proposed development as may be determined to be necessary from time to time by the commission to facilitate review of the final plat;
23. A certificate from the city finance department indicating that there are no outstanding delinquent taxes, assessments or fees with respect to the property proposed for subdivision and/or the property owner, and
24. Certification by a registered land surveyor, engineer or architect that all details of the plat are correct.