



COMMUNITY PLANNING & DEVELOPMENT

CITY HALL ANNEX
520 MAIN STREET
BELTON, MISSOURI 64012

TELEPHONE \* (816) 331-4331
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APPLICATION FOR PRELIMINARY PLAT
RESIDENTIAL

FILING FEE: \$200.00 for the first 20 lots; \$10.00 for each additional lot over 20

SUBDIVISION NAME: DATE FILED:

Name of Subdivision:

General Location:

Name of Property Owner(s):

Address: Phone:

Email:

Name of Agent:

Address: Phone:

Email:

SUBDIVISION INFORMATION

Gross Acreage of Plat:

Number of Lots (as currently zoned):

\*Residential

\*Manufacturing

\*Commercial

\*Other

Total Number of Lots

Minimum Lot Frontage: feet

Minimum Lot Area: feet

Existing Zoning: District

LINEAL FEET OF NEW STREET:

STREET NAME

R/W WIDTH

LENGTH

Table with 3 columns: STREET NAME, R/W WIDTH, LENGTH. Includes a Total row.

How will installation of Improvements be Guaranteed?



**PLANNING AND ZONING**  
**PRELIMINARY PLAT CHECKLIST**  
**UNIFIED DEVELOPMENT CODE- CHAPTER 36**

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**Complete this checklist (place a checkmark in the applicable boxes) to assure all items have been acknowledged and submitted as part of the Preliminary Plat Application.**

- *Pre-application:* Prior to the filing of a plat, the sub divider shall contact the community development director, the city engineer and any other appropriate city official to determine:
  - Procedure for filing plats. (permit tech/city planner)
  - Availability of public sewer and water systems. (public works/engineering)
  - Requirements for private sewer and water systems. (public works/engineering)
  - Comprehensive Plan requirements for major street, land use, parks, schools, and public open spaces. (director/city planner)
  - Zoning requirements for the property in question and adjacent properties. (zoning administrator)
  - Special setback requirements for arterial, collector and local streets. (Public works/engineering/ city planner)
  - Specifications for road and other required construction improvements. (public works/engineering)
  
- *Submission of a preliminary plat.* After receiving approval of preliminary sewer and water plans from the city engineer the subdivider may submit a preliminary plat together with any supplementary information necessary to the zoning administrator. The preliminary plat shall contain all contiguous land under the same ownership.
  - Filing fee. A filing fee of \$200.00 for the first 20 lots plus \$10.00 per lot thereafter for residential development and \$300.00 for the first 40 acres plus \$10.00 per acre thereafter for commercial development shall accompany the filing of each preliminary plat. The preliminary plat shall not be accepted for filing until the filing fee therefore has been paid by the subdivider.
  
  - Number of copies. The subdivider shall submit 16 copies of the preliminary plat and of a vicinity map (if not on the preliminary plat). These plans shall be filed with the zoning administrator at least 14 days prior to a regular meeting of the planning commission at which the preliminary plat is to be considered.
  
  - The application shall be accompanied by a list of the names and addresses of all persons who own unplatted property within 185 feet of the property proposed to be subdivided.

- Written notices shall be mailed by the applicant to all such owners at least ten days prior to the planning commission's review of the proposed subdivision.

**Preliminary plots shall contain:**

- The proposed name of the subdivision. (The name shall not duplicate or too closely resemble the name or names of an existing subdivision.)
- The location of the boundary lines of the subdivision and reference to the section or quarter section lines.
- The names and addresses of the developer or owner, and the engineer or land surveyor who prepared the plat.
- Scale of the plat, one-inch equals 100 feet or larger however, the zoning administrator may approve a scale of one inch equals 200 feet if the property is excessively large.
- Date of preparation and north arrow.
- Location, width and name of platted streets or other public ways, railroads and utility rights-of-way, parks and other public open spaces and permanent buildings within or adjacent to the proposed subdivision.
- All existing sewers, water mains, gas mains, culverts, or other underground installations, within or adjacent to the proposed subdivision, with pipe size and manholes, grades and location.
- Names of adjacent subdivisions together with arrangement of streets and lots, and owners of adjacent parcels of unsub-divided land.
- Topography (unless specifically waived) with contour intervals or not more than two feet, referred to USGS datum; where the ground is too flat for contours, spot elevations at 100-foot distances shall be provided.
- Location of watercourses, bridges, wooded areas, lakes, ravines and such other features as may be pertinent to the subdivision.
- Current zoning classification.
- On subdivisions with more than either five acres (217,800 square feet) or 50 lots, the boundaries and elevations of the 100-year floodplains along drainage ways included in the official Flood Insurance Study (F.I.S.) for Cass County.

- The predominant soil types in the subdivision.
  - The general arrangements of lots and their approximate size and dimensions.
  - For any lots exceeding 20,000 square feet (0.46 acre) in area, possible lot lines shown in dotted lines, easements and rights-of-way which would provide for re-subdivision into smaller lots.
  - Front building setback lines.
  - Location and width of proposed streets, alleys, easements, sidewalks, and pedestrian ways to accommodate local flooding and, along major drainage ways, to accommodate 100-year flooding.
  - The general plan of sewage disposal, water supply and drainage, including a map showing the drainage area of each major drainage way in which the subdivision is locate.
  - Location and size of proposed parks, playgrounds, churches, school sites or other special uses of land to be considered for reservation or dedication for public use.
  - The general plan of sewage disposal, water supply and drainage, including a map showing the drainage area of each major drainage way in which the subdivision is locate.
  - Location and size of proposed parks, playgrounds, churches, school sites or other special uses of land to be considered for reservation or dedication for public use.
  - General layout of adjacent property within 185 feet to show how streets and other public facilities in the proposed subdivision relate to the adjacent property.
  - Approximate gradient of streets.
  - Stages of development if the total area is not proposed to be developed as a unit
- *Preliminary plat action.* Within 60 days after the submission of a preliminary plat and all required information, the planning commission shall approve, conditionally approve, or disapprove the preliminary plat; otherwise the plat is deemed approved by the commission except that the commission with the consent of the applicant, may extend

the 60-day period. Action by the planning commission shall be conveyed to the subdivider in writing within ten days after the meeting at which time the plat was considered. In case the plat is conditionally approved or rejected by the planning commission, the subdivider shall be notified of the reason for such action and what requirements shall be necessary to meet the approval of the planning commission. The approval of the preliminary plat does not constitute an acceptance of the subdivision but is deemed to be an authorization to proceed with the preparation of the final plat.

- *Expiration of preliminary plat.* The approval of the preliminary plat shall be effective for two years, except that prior to this application date the planning commission may, at the request of the property owner, grant an extension to the validity of the preliminary plat for up to a six-month period at any time. If the final plat for any part of the area covered by the preliminary plat has not been submitted for approval within this specified period, a preliminary plat must be resubmitted to the planning commission for approval. If a final plat is approved and filed for any part of the area covered by the preliminary plat, such preliminary plat shall be effective for a period of six years from its approval date.