



Application #: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_  
Public Hearing: \_\_\_\_\_  
Date Approved: \_\_\_\_\_

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

## Application for Subdivision – Final Plat

Pre-application meeting required per Parkville Municipal Code Title IV, Section 403.010, Subsection C.

### 1. Applicant/Contact Information

#### Applicant(s)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Engineer and/or surveyor(s) preparing plat & legal desc.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Owner(s), if different from applicant(s)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Contact Person, if different from applicant(s)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that development in the City of Parkville is subject to the Municipal Code of the City of Parkville. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such or from the conditions as stated herein shall constitute cause for fines, punishments and revocation of approvals as applicable.

**Applicant's Signature** (Required) \_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner's Signature** (Required) \_\_\_\_\_ Date: \_\_\_\_\_

### 2. Property information

Name and phase of plat: \_\_\_\_\_

Final plat in substantial conformance with approved preliminary plat? \_\_\_\_\_

If not, explain:

Zoning district: \_\_\_\_\_

Anticipated uses: \_\_\_\_\_

Acreage of this phase: \_\_\_\_\_

Number of lots: \_\_\_\_\_

Minimum lot size: \_\_\_\_\_

Density of development: \_\_\_\_\_

### 3. Additional factors affecting the project

Please include other comments or factors relating to the proposed subdivision in an attached narrative.

**4. Public Improvements**

**All public improvements must be designed to city standards and require approval, guarantees and permits prior to installation.**

Improvement plans submitted and approved for:

Streets and access: \_\_\_\_\_  
(Date approved)

Length of new streets: \_\_\_\_\_

Surface material: \_\_\_\_\_ Maximum grade: \_\_\_\_\_

Sanitary sewer: \_\_\_\_\_  
(Entity and date approved)

Missouri Department of Natural Resources (MDNR) approval: \_\_\_\_\_  
(Date approved)

Water: \_\_\_\_\_  
(Entity and date approved)

Erosion and sediment control as per NPDESII: \_\_\_\_\_  
(Date approved)

Floodplain development permit (if required): \_\_\_\_\_  
(Date approved)

**5. Checklist of required submittals**

- ☐ Completed application, including plat with all required details and supporting data.
- ☐ Nonrefundable application fee of \$300.00 plus \$5.00 per lot (minimum \$305.00).
- ☐ Submit five (5) copies of the final plat (24" x 36" or larger) and one electronic copy (PDF format) containing the requirements outlined in Section 403.020 Subsection E. of the Development Code for initial staff and entity review. Additional large size copies may be requested following review by staff.
- ☐ Authorization signature of the owner of record of the property to be platted.
- ☐ Copy of any covenants and/or deed restrictions to be recorded with the Plat.
- ☐ Executed deed of release for any right-of-way dedicated to the city.
- ☐ Guarantees in the form of performance bonds or other city approved instrument ensuring the satisfactory completion of public improvements. The maintenance period for public improvements is two (2) years.

**For City Use Only**

Application accepted as complete by: \_\_\_\_\_  
Name/Title \_\_\_\_\_ Date \_\_\_\_\_

Application Fee (27.0000): \$ \_\_\_\_\_ By: ☐ Check # \_\_\_\_\_ ☐ MO# \_\_\_\_\_

Date Paid: \_\_\_\_\_ ☐ Credit Card \_\_\_\_\_ ☐ Cash \_\_\_\_\_

Payment by: \_\_\_\_\_ Received by: \_\_\_\_\_

Final reimbursable costs paid (if applicable). Date of Action: \_\_\_\_\_

**Planning Commission Action:** ☐ Approved ☐ Approved with Conditions ☐ Denied Date of Action: \_\_\_\_\_  
Conditions if any: \_\_\_\_\_

**Board of Aldermen Action:** ☐ Approved ☐ Approved with Conditions ☐ Denied Date of Action: \_\_\_\_\_  
Conditions if any: \_\_\_\_\_

**6. Subdivision – Preliminary Plat checklist for staff review****1. Basic Information**

- a. Name of the plat, phase and/or number if applicable
- b. Name, address, contact information of person / registered surveyor or firm that prepared the plat
- c. Date plat was prepared, including any revision dates

**2. Plat Information**

- a. Full property/legal description
- b. Total land area in square feet and acres of property
- c. Boundary survey notes
- d. Dedication language for property to be subdivided
- e. Easement language for easements to be granted to utility companies franchised to operate in Parkville, Mo.
- f. Open space dedication if applicable

**3. Plat Drawing**

- a. Graphic, engineering scale
- b. North arrow
- c. Monumentation/symbology legend
- d. Vicinity map identifying boundaries and location of property in relation to City
- e. Property lines and lot dimensions with total land area in square feet and acres
- f. Numbering of all lots (Lot 1, Lot 2, Lot 3, etc.)
- g. Lettering of all tracts (Tract A, Tract B, Tract C, etc.)
- h. Watermark designation with labeling of any previously platted lots or tracts
- i. Proposed rights-of-way, public and/or private streets with dimensions, centerlines and names
- j. Proposed easements for access or utilities
- k. Dimensions of all radii, acres, points of tangency, central angles and lengths of curves
- l. Indication of FEMA Special Flood Hazard Areas (SFHA) if applicable

**4. Signature Information**

- a. Signature line with date for property owner(s) and notary public
- b. Signature line with date for Mayor (with full name), City Clerk (with full name), and Community Development Director (with full name) of the City of Parkville
- c. Ordinance number with date that the ordinance was passed by the Board of Aldermen
- d. Signature line with date for surveyor's certification (to be signed & stamped on all plat copies to be recorded)