



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 – Preliminary 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/Surveyor(s) preparing plat & legal description

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

Proposed name of subdivision: _____

Current use(s) of the property: _____

Current zoning district: _____

Acreage open space: _____

Proposed zoning: _____

Density of development: _____

Minimum lot size: _____

3. Signatures of Acknowledgement

The following signatures by authorized representatives indicate the entity had notice of the intent to subdivide and, pending detailed plan review can provide their applicable service to the proposed development. A signed letter from the entity may be submitted in place of a signature.

Water District (PWSD #1 or Missouri American Water Co.)
816.891.9141 816.741.2992

South Platte Fire Protection District (SPFPD)
816.741.2900

Sanitary sewer/septic (PCRSD, Parkville Public Works or Platte County Health Department)
816.858-2052 816.741.7676 816.858.2412

Streets (Parkville Public Works)
816.741.7676

Missouri Department of Transportation (for access/adjacent to a state maintained roadway)
816.622-0414

Electricity (Evergy)
816.471.5275

Natural Gas (Spire Energy *dba* Missouri Gas Energy)
816.756.5252

School District (Park Hill or Platte County)
816.741.1521 816.858.2822

4. Public Improvements

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

Length of proposed new roadways: _____

Proposed surface material: _____ Maximum grade: _____

General character of the neighborhood: _____

Application #: _____

Are area streets and utilities sufficient to serve the property once subdivided? _____
(Note: a traffic study may be required in order to adequately address this question)

Explain:

Attach a stormwater management study showing facilities/improvements needed to handle stormwater adequately.

Attach a narrative addressing:

1. How the application is in accordance with the Master Plan and in particular the physical patterns, arrangement of streets, blocks, lots and open spaces, and public realm investments that reflect the principles and concepts of the plan.
2. Compliance with the requirements of the Development Code, and in particular the blocks and lots proposed is capable of meeting all development and site design standards under the existing or proposed zoning.
3. Any phasing proposed in the application is clearly indicated and demonstrates a logical and coordinated approach to development, including coordination with existing and potential development on adjacent property.
4. How any impacts identified by specific studies or technical reports, including a preliminary review of storm water, are mitigated with generally accepted and sound planning, engineering, and urban design solutions that reflect long-term solutions and sound fiscal investments.
5. How the application does not deter any existing or future development on adjacent property from meeting the goals and policies of the Master Plan.
6. How the design does not impede the construction of anticipated or planned future public infrastructure in the area.
7. Any other information relevant to the application.

5. Checklist of required submittals

- ☐ Completed application with authorization signatures of service providers.
- ☐ Application fee of \$300.00, plus \$5.00 per lot or tract. *This fee shall include the expense of initial engineering review, plus the expense of reviewing one re-submittal. All other expenses including, but not limited to, consulting fees, attorney fees, reproduction costs, mailing costs, and other expenses resulting from the necessary review, processing, filing, recording, and action on said applications or permits, shall be borne by the sub-divider based on actual costs.*
- ☐ Deed with owner's name and legal description of property to be platted.
- ☐ Five (5) copies 24" x 36" size, or larger sets, and one (1) electronic set (PDF format) of the preliminary plat containing the requirements outlined in Section 403.020 Subsection D. of the Development Code for initial staff and entity review. Additional large size copies may be requested following review by staff.
- ☐ Drainage plan containing the requirements outlined in Parkville Municipal Code Title IV, Section 404.030 Subsection C3.

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)