



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 – Administrative Plat**  
 Pre-application meeting required per Parkville Municipal Code, Title IV, Section 403, Subsection C

**1. Applicant / Contact Information**

**Applicant(s)**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Owner(s), if different from 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: \_\_\_\_\_

**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: \_\_\_\_\_

Name of previously platted subdivision: \_\_\_\_\_

Final plat in substantial conformance with approved preliminary plat or previously approved final plat or re-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

#### Attach a narrative addressing:

1. How no new street or alley right-of-way, or other public dedication is needed.
2. How no significant increase in service requirements (utilities, schools, traffic control, streets, etc.), or impact on the ability to maintain existing service levels will result.
3. How the application affects the boundaries of only four or fewer existing lots, or results in five or fewer new lots from a previously unplatted parcel, or is finalizing the legal boundaries of a previously approved preliminary and final plat which could only be based on a legal survey after construction of improvements.
4. How all lots meet the legal standards of the subdivision regulations and applicable zoning districts.
5. How the lot patterns are consistent with the surrounding area. In determining consistency, the size and dimension of lots previously developed, the layout and design of existing subdivisions and right-of-way, and the degree of deviation from previous development shall be considered.
6. How no other significant issues exist with the potential development enabled by the plat that could impact planning policies, development regulations or adjacent property owners.

### 4. 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).
- Three (3) 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 C. 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.
- Complete legal description of the applicable property.

### For City Use Only

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

Application fee payment: Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

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: \_\_\_\_\_