



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: _____

5. Subdivision – Administrative 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. Signature line with date for surveyor's certification (to be signed & stamped on all plat copies to be recorded)