

Application Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_

Fee: **\$2,000.00**

## -- SUBDIVISION APPLICATION --

*The Subdivision application constitutes a request to subdivide or re-subdivide any tract or parcel of land within The City of Green Park. The application shall comply and include all information called out in **Section 410** and all fees shall be paid in accordance and as set forth in **Section 400.120**.*

**Information Concerning Applicant:** Applicant hereby submits the following information concerning the proposed site:

Name of Subdivider: \_\_\_\_\_

	Address	City	State	Zip Code
( )	( )			
Phone Number	Fax Number	Email Address		
<i>Mailing Address (if different than above)</i>				

	Address	City	State	Zip Code
( )	( )			
Phone Number	Fax Number	Email Address		

Legal Name of Business: \_\_\_\_\_  
(Provide full legal name of business)

If Corporation/Legal Entity – Charter Number: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_

Contact Person / Officer	Title			
	Address	City	State	Zip Code
( )	( )			
Phone Number	Fax Number	Email Address		

Name of Property Owner: \_\_\_\_\_

	Address	City	State	Zip Code
( )	( )			
Phone Number	Fax Number	Email Address		

Name of Subdivision: \_\_\_\_\_

Assessors Book & Page: \_\_\_\_\_ Lot Locator Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Lot Dimensions: \_\_\_\_\_ Acres: \_\_\_\_\_

Name of Architect and/or Engineer: \_\_\_\_\_

	Address	City	State	Zip Code
( )	( )			
Phone Number	Fax Number	Email Address		

## **Preliminary Plat Submission Requirements**

***The preliminary plat shall be drawn at a scale not to exceed one (1) inch to one hundred (100) feet on an exhibit approximately twenty-four (24) inches by thirty-six inches (36) and shall contain the following information:***

*Initially three (3) copies of each, after initial review and at such time as determined by City Hall, the applicant shall submit fourteen (14) copies for Planning & Zoning Commission and twelve (12) copies for Board of Alderman.*

- North point, scale and date.
- Location of the present property, legal description and lines of incorporated areas.
- Boundaries and name of the proposed subdivision and the subdivider platting the tract.
- Area of tract.
- Lot Layout.
- Existing and proposed streets, alleys and easements, including width of right-of-way.
- Names of existing and proposed streets and notation that proposed streets are to be dedicated either as private or public streets
- Grades and profiles of streets, plans or written and signed statements regarding the grades of proposed streets, width and type of pavement and general explanation of grading plan.
- Location, size and type of proposed water mains, hydrants, utilities, and proposed improvements such as sidewalks, plantings and parks, and any grading of individual lots.
- Zoning districts, school districts, fire districts, sewer districts, public water supply and drainage districts and any other legally established districts.
- Sufficient contour data, with intervals of five (5) feet or less, to indicate the slope and drainage of the tract and the high and low points thereof. Contour data shall extend one hundred fifty (150) feet beyond the limits of the subdivision boundaries. U.S.G.S. datum shall be the governing elevation reference.
- Location of any portion of the property, which lies within the 100-year – 500-year flood plain.
- Location of existing open surface water drainage channels, watercourses, sink holes, and areas within the tract subject to inundation by storm water, together with any information regarding any necessary widening, straightening, surfacing, or other improvements of such channels.
- Data regarding the area served by storm water drainage and improvements, including the estimated volume of runoff and other similar information.
- Location, size and type of existing and proposed storm water improvements within tract or adjacent to it, including culverts, bridges, underground facilities and/or detention basins.
- Method of sewage disposal, including the location, size and type of existing sanitary sewer improvements or other sewage disposal facilities within the tract or adjacent thereto, and location, size and type of proposed sanitary sewer improvements within tract or adjacent to it.
- Proposed easements to accommodate sanitary sewers, storm sewers, storm water improvements and underground construction.
- Existing protective covenants or other exceptions attached to the property or its uses.
- Easement of record.
- Tree masses and limits of clearing.
- Existing buildings or structures.
- Building and setback lines.
- Proposed land use for all lots proposed if for other than single-family dwelling.
- Areas designated for open space, detention or common recreational land.
- All ravines, flood plains, woodlands and drainage ways.
- The names and adjoining boundaries of all adjoining subdivisions and the names of record owners of adjoining parcels of unsubdivided land.
- Renderings of the proposed development (if applicable).

## **Improvement Plan Submission Requirements**

***The subdivider shall submit four (4) sets of improvement plans for review (and five (5) sets for final approval). The improvement plans shall be drawn at a scale not to exceed (1) inch to one hundred (100) feet on an exhibit approximately twenty-four (24) inches by thirty-six (36) inches and shall contain the following information:***

- North arrow, scale and date
- Title block showing name and address of subdivider and subdivider's registered professional engineering firm, and the engineer's seal.
- One (1) or more bench marks in or near the subdivision to which the subdivision is referenced. The identity and elevation shall refer to U.S.G.S. datum.
- List of standards and specifications followed for items and operations of construction that appear in the improvement plans.
- Grading plan conforming to Section 410.110 and indicating existing and proposed contours, grading and compaction details, and details of protective methods to prevent silt and mud damage to off-site streets and properties during construction operation.
- Street plans conforming to Section 410.180 and including paving details and details of street showing grading, slopes, width of pavement and cul-de-sacs with typical cross-sections.
- Street name signs, stop signs and the proposed subdivision entryway sign, indicating their location and specifications.
- Sanitary sewer plan indicating:
  - Existing and proposed sanitary sewers.
  - Design and construction specifications conforming to the requirements of the St. Louis Metropolitan Sewer District or the City of Green Park, whichever is more restrictive.
- Storm sewer plan indicating:
  - Existing and proposed storm sewers and structures.
  - Drainage area map delineating both off-site and on-site drainage capacity.
  - Details of detention storage facilities, accompanied by proposed routing procedure and structural design computations.
  - Design and construction specifications conforming to the requirements of the St. Louis Metropolitan Sewer District or the City of Green Park, whichever is more restrictive.
- Miscellaneous, to be included when applicable:
  - Details of demolition of existing structures.
  - Details and structural design computations of any special structures required.
  - Details of landscape plan.
  - Lighting plan details.
  - Details of improvements within all open space and common recreational lands.
  - Parking lot plan.
- Natural features within and adjacent to the proposed subdivision including any natural resources and other drainage channels, bodies of water, wooded areas, and other significant features. On all watercourses leaving the tract, the direction of flow shall be indicated, and for all watercourses entering the tract, the approximate drainage area and watershed name above the point of entry shall be noted.
- Storm drainage analysis showing drainage data for all watercourses or drainage ways entering and leaving the plat boundaries. The storm drainage design shall be prepared to demonstrate the proposed system's capability of accommodating not less than the current MSD or any criteria adopted by the City, whichever is more restrictive.
- Designation of any portion of property within the 100-year flood plain, based upon calculations recognized by the Federal Flood Insurance Administration and the City Engineer as the most recent and accurate available from the Army Corps of Engineers.

### ***Documents Accompanying Improvements Plans:***

- Indenture of restrictions to be recorded with or on the final plat.
- Street numbers obtained from the Mapping Department of the St. Louis Post Office.

- Written approval of the sanitary and storm sewer systems, indicating approval of plans submitted for review by St. Louis Metropolitan Sewer District and/or the City, whichever is applicable.
- Copy of contract with the Missouri-American Water Company for water service to all lots.
- Certified statement by the subdivider's engineer of the estimated cost of improvement installation, which the City Engineer has approved by initialing same. This provision is applicable only if the subdivider intends to install improvements after the final plat is approved.
- Certificate or other proof showing all taxes to the last taxpaying period have been paid.
- If the proposed subdivision fronts on a public street, a letter from the public agency shall be submitted to the City stating approval of the proposed access together with any conditions which have been stipulated.
- Certified copy of the recorded preliminary plat as provided in Section 410.070(D)(6).

### **Final Plat Submission Requirements**

***The final plat shall conform to the preliminary plat approved by the P&Z Commission and shall be submitted to the Board of Aldermen within one (1) year after approval of the preliminary plat by the P&Z Commission.***

***The final plat shall be shown on tracing cloth or plastic film and drawn at a scale of not to exceed one (1) inch to one hundred (100) feet on an exhibit approximately twenty-four (24) inches by thirty-six (36) inches. The final plat shall be prepared and sealed by a land surveyor registered in the State of Missouri and shall include the following information: (Fifteen (15) copies of each)***

- North arrow, scale and date.
- Name of subdivision.
- The boundary lines of the area being subdivided with accurate distances and bearing; also all sections, U.S. Survey and Congressional Township lines and range lines; the boundary lines of incorporated and unincorporated areas, sewers, school and other legally established districts within or adjoining the subdivided areas.
- The lines of all proposed streets and alleys with their width and names, as well as the designation that the streets and alleys are private or public.
- The accurate outlines of any property, which is offered for dedication for public use and to whom.
- The line of departure of one street from another.
- The lines of all adjoining lands and the lines of adjacent streets with their width and names.
- All lot lines and an identification system for all lots and blocks.
- Building lines and easements for right-of-way provided for public use, services or utilities with figures showing their dimensions.
- All dimensions, both linear and angular, necessary for locating boundaries of subdivision lots, streets, easements for building lines, and of any other areas for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot.
- Radii, arcs and chords, points of tangency, central angles for all curvilinear streets, and radii for all rounded corners.
- All survey monuments and benchmarks together with their descriptions (must meet the minimum standards prescribed by the Missouri Board of Architects, Professional Engineers and Land Surveyors and the Missouri Department of Natural Resources).
- Area in square feet for each lot on the plat.
- All easements with figures showing their dimensions, unless designated for other specific purposes, conveyed to the trustees of the proposed subdivision, the utility or sewer companies for the purpose of constructing, maintaining and repairing public utilities and sewer and drainage facilities, with the right of temporary use of adjacent ground not occupied by improvements for the excavation and storage of materials during installation, repair or replacement of said utilities, sewer drainage facilities or similar items.
- All private streets and common ground conveyed to trustees of the proposed subdivision.
- Release by the deed of trust holders of the streets and other easements from the deed of trust.

**Representation Concerning Authority & Compliance with Laws:**

I am authorized by the Applicant to sign on his/her/its behalf and have read this application in its entirety. The information contained herein is true, and correct and complete to the best of my knowledge, information, and belief.

Applicant acknowledges that failure to truthfully complete this application or failure to comply with all laws may result in revocation of this permit.

\_\_\_\_\_  
Signature of Principal Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

***City Use Only***

**Planning & Zoning Commission:**

**Preliminary Plat Plan – Recommendation:**

Date: \_\_\_\_\_

Approval     Conditional Approval (see attachment)     Disapproval

Comments:  
\_\_\_\_\_

**Improvement Plan:**

Date: \_\_\_\_\_

Approval     Disapproval

Comments:  
\_\_\_\_\_

**Final Plat Plan – Recommendation:**

Date: \_\_\_\_\_

Approval     Conditional Approval (see attachment)     Disapproval

Comments:  
\_\_\_\_\_

**Board of Aldermen:**

**Preliminary Plat Plan:**

Date: \_\_\_\_\_

Approved     Conditional Approval (see attachment)     Disapproved

Comments:  
\_\_\_\_\_

**Final Plat Plan:**

Date: \_\_\_\_\_

Approved     Disapproved

Comments:  
\_\_\_\_\_