



# SUBDIVISION PLAT Application

**SUBMITTAL INFORMATION** The undersigned hereby applies to the CITY OF ASHLAND, MISSOURI, For development review as outline in Chapter 11, Subdivision Regulations, Section 11.150 Procedure.

**Physical Address:** \_\_\_\_\_

**Parcel ID #:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Applicant Name (Please Print)** \_\_\_\_\_

<b>Address:</b> _____	<b>Phone #:</b> _____
_____	<b>Fax #:</b> _____
_____	<b>E-Mail:</b> _____

**Applicant's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**REQUIRED SUBMITTALS WITH COMPLETED APPLICATION**

- Is this a Major Plat \_\_\_\_\_ or a Minor Plat \_\_\_\_\_?
- Property survey
- Letter of Intent for Zoning Use or Building Use
- Soil Survey
- Stormwater Calculations
- Traffic Study
- Preliminary or Final Plat
  - A. Preliminary plats requires (5) 18" x 24" or (5) 24" x 36" signed and sealed copies for the Planning & Zoning Commission and Board of Aldermen review. A reduced 11" x 17" copy and a PDF disc are also required.
  - B. Final plats require an executed mylar, (5) 18" x 24" or (5) 24" x 36" signed and sealed copies For the Planning & Zoning Commission and Board of Aldermen review. A reduced 11" x 17" copy and a PDF disc are also required.
- Other: \_\_\_\_\_
- Application Fee: \_\_\_\_\_ (See page 3)

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>OFFICE USE ONLY</b>	Application: _____		
	City Staff Review: _____		
	Planning & Zoning: _____		
	Board of Aldermen 1st Reading: _____		
	Board of Aldermen 2nd Reading: _____		
	Final Revisions / As-Built Received: _____		

## **11.150. Procedure**

### **1. Pre-application procedure**

Not less than 30 days before preparing and submitting the preliminary plat to the Planning and Zoning Commission, the developer or designated agent shall consult with the representative of the Planning and Zoning Commission, to ascertain the location of proposed highways, primary or secondary thoroughfares, collector streets, parkways, parks, playgrounds, school sites and other community facilities or planned developments and to acquaint said developer with the Planning and Zoning Commission's requirements. The geographic scope of this review shall include the whole contiguous property held in common ownership for which whole or partial subdivision platting is desired by the subdivider, as well as the surrounding property which might reasonably be affected by subdivision of the subject property.

(amended Council Bill No. 2007-049, 12-04-2007)

### **2. Preliminary Plat**

The developer shall prepare a preliminary plat of the proposed subdivision, which shall conform to the requirements set forth in Section 11.155 at least Thirty (30) calendar days prior to the meeting of the Planning Commission at which approval of said plat is requested. (amended Council Bill No. 2006-055, 12-19-2006) (amended Council Bill No. 2008-010, 2-18-2008)

### **3. Review of preliminary plat**

The preliminary plat shall be examined by the Planning Commission's representative to determine whether it complies with the City Plan of Ashland, Missouri. In "addition", said representative shall determine whether the plat complies with the standards and requirements hereinafter prescribed. Finally, said representative shall examine the plat to determine compliance with any other government and public utility regulations.

### **4. Final Plat**

Following approval of the preliminary plat, by the Planning Commission, the developer shall file with the Planning Commission the final plat of the proposed subdivision. The final plat may include all or any part of the land proposed for subdivision on the approved preliminary plat. The developer shall be required to complete improvements, or to post security for the completion of such improvements as hereinafter required, for that portion of the preliminary plat for which final plat approval is requested.

### **5. Approval, disapproval and modification by Planning Commission**

The approval of the Planning Commission or its refusal to approve said plat shall take place within 60 days from and after the submission of the plat for final approval, unless the owner or developer agrees in writing to an extension of this time period. In the event the Planning Commission takes no action on a final plat within the allotted time, said final plat shall be deemed to have been approved and the certificate of said Planning Commission stating the date of the submission of the plat for approval and as to said Planning Commission's failure to act thereon within the allotted time shall be sufficient in lieu of the written endorsement or evidence of approval herein required. The basis for the Planning Commission's refusal to approve any plat submitted shall be stated upon the record of the Planning Commission.



# DEVELOPMENT APPLICATION FEE SCHEDULE

Adopted by Resolution #27 on 5/16/12

<b>ANNEXATIONS (Voluntary)</b>	No Charge
<b>CONDITIONAL USE REVIEW</b>	200
Extension	100
<b>PLANNED DEVELOPMENT</b>	
Preliminary Development Plan	300 */**
Final Development Plan	300 */**
Amendment to Approved Plan	150 */**
<b>REZONING</b>	200 *
<b>SITE PLAN REVIEW</b>	300
Extension	100
<b>SUBDIVISION PLATS</b>	
Minor Plats	200 ***
Major Plats (Preliminary)	200
Major Plats (Final)	300 ***
<b>VARIANCES</b>	
Residential	100 *
Non-Residential	200 *
<b>APPEALS</b>	
Admin. Determination to Board of Adjustment	100 *
P&Z decision to Board of Aldermen	200 *
<b>SERVICES</b>	
Official Zoning Verification	25
Administrative Officials Determination	50
Misc. Letter Requests	25

\* Plus cost of legal advertisement

\*\* Plus cost of legal fees

\*\*\* Plus recording fees

**Applicants: Please note the following:**

1. All fees listed above are non-refundable and are due at the time of submittal.
2. Some projects (including PDs, plats, and site plans) may require review by an engineer hired by the City. Applicants are responsible for reimbursing the City for any engineer review costs associated with their submittals. These costs are not included in the above listed fees and will be billed to the applicant separately.

<b>PLANNING AND ZONING COMMISSION</b>	
<b><i>2016 Applicant's Submittal Deadlines*</i></b>	
<b>Complete Application Packet Submitted to the City**</b>	<b>Meeting Date***</b>
12/7/15	1/12/16
1/11/16	2/9/16
2/8/16	3/8/16
3/7/16	4/12/16
4/11/16	5/10/16
5/9/16	6/14/16
6/13/16	7/12/16
7/11/16	8/9/16
8/8/16	9/13/16
9/12/16	10/11/16
10/10/16	11/8/16
11/7/16	12/13/16

**This calendar provides a general timeframe for submitting development applications for the Planning and Zoning Commission Agenda. This schedule may be altered due to conflicts with scheduled holidays, the number of applications filed at any one time, the types of projects to be reviewed or staff and/or Commission availability.**

\*Depending on the complexity of the application, items which require review by the City Engineer may require additional time which is not reflected upon this schedule.

\*\*Per Missouri State Statute and Ashland City Code legal advertisements must be published a minimum of 15 days in advance of a meeting. This schedule accounts for that required notice while also providing staff adequate time to review the application.

\*\*\*The final drafts of staff reports are due one week prior to the meeting date. Therefore, staff must have all necessary paperwork one week prior to the staff report deadline, essentially two weeks prior to the anticipated meeting date.