



Planning & Zoning Commissions Checklist For: *Preliminary Plat*

Ref. 11.155. Preliminary Plat Requirements

- Preliminary Plat Application:** The application shall include all contiguous land which the subdivider proposes to subdivide. The geographic scope of this plat shall include the whole 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. All contiguous unplatted land under single ownership or control shall be included as part of the preliminary plat. A preliminary plat which does not comply with this section shall not be accepted for review.
- Number of copies and required scale:** The original of the preliminary plat in five (5) black line or blue line copies thereof shall be submitted to the planning Commission's representative as required in Section 11.150.2 Said preliminary plat shall bear the signature and seal of a registered land surveyor. The horizontal scale of the preliminary plat shall be 100 feet or less to the inch.
- Vicinity Sketch:** A vicinity sketch at a scale of 400 feet or less to the inch shall be drawn on or shall accompany the preliminary plat. The sketch shall show: (a) all existing subdivisions and undeveloped and/or unsubsidized areas, all street lines, all tract lines and the acreage of adjoining parcels of land, together with the name of record owners of parcels immediately adjoining the proposed subdivision;

Ref. 11.160. Preliminary plat, required information

The preliminary plat shall clearly show the following features and information:

- Proposed Name:** The proposed name of the subdivision which shall not duplicate or close approximate the name of any other subdivision in the City of Ashland, Missouri.
- Names and Addresses:** The names and addresses of the owner or owners of record, the developer and the registered land surveyor responsible for the preparation of the plat.
- Adjacent owners:** The names of adjacent subdivisions and the names of record owners of adjacent parcels of land.
- Boundary Lines:** The boundary lines, accurately scaled, of the tract proposed for subdivision.
- Streets- Other Features:** The location, widths and names of all existing or platted streets or other public ways within or adjacent to the tract proposed for subdivision, and other important features such as existing permanent buildings, large trees and water courses, railroad lines, corporation and township lines and existing utilities.



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11.160. Preliminary plat, required information (CONT)

- Existing Utilities:** Existing sewers, water mains, culverts and-other underground structures within the tract proposed for subdivision and immediately adjacent thereto with sizes of lines and grades indicated.
- Physical Characteristics:** Topography, contours, five (5) foot intervals, or other intervals as required by the Planning Commission.
- Proposed Design-Street, Drainage, Etc:** (a) The locations, widths and names of proposed highways, thoroughfares, streets and alleys; (b) The locations and widths of proposed easements, utility or otherwise; (c) The location and approximate sizes of catch basins, culverts and other drainage structures; (d) The number, location and approximate dimensions of proposed lots; (e) Proposed front yard setbacks.
- Zoning:** Zoning of the tract proposed for subdivisions; zoning of adjacent tracts; zoning district boundary lines located within the tract proposed for subdivision or on any adjacent tract; proposed uses of the tract proposed for subdivision.
- Pertinent Information:** North-point, scale, date and title.
- Protective Covenants:** Copies of the proposed protective covenants or deed restrictions for the subject tract shall be attached to the preliminary plat.

City Staff Member