



Jefferson County Planning Division
 PO Box 100
 Hillsboro, MO 63050
 Phone: 636-797-5580
 Fax: 636-797-5598
 www.jeffcomo.org

PRELIMINARY PLAT APPLICATION

Subdivision Name _____
 Location _____
 Parcel Number(s) _____

File No. _____
Date _____

Developer's Name _____
 Address _____
 Phone _____
 Email _____

Design Professional _____
 Address _____
 Phone _____
 Email _____

Date of Pre-application Meeting _____ Zone District _____ Acres _____

No. of Lots _____ Political Township _____ Council District _____

Open Space Design _____ % Acres of Open Space _____

Density Bonus _____ % Types of Bonus _____

Plat Accepted: YES NO

Deviations/Variances Applied For*: YES NO

*Deviations/Variances must be applied for separately. Deviations/Variances not properly applied for will not be considered and may result in a recommendation of denial based on the plat not meeting minimum UDO requirements.

Planning & Zoning Commission Meeting Date: _____

Filing Fees

\$250.00 Preliminary Plat Filing Fee
 \$ _____ # of Lots x \$25.00
 \$ _____ Mailing Fee (# of Notifications x \$2.00)
 * All Property Owners adjacent to subject property
 \$ _____ Total (Due at time plat received)

Check No. _____
 Receipt No. _____

Applicant's Signature _____ Date _____

Planner's Signature _____ Date _____

Preliminary Plat Application

File No. _____

PRELIMINARY PLAT SUBMITTAL CHECKLIST

- _____ 1. Pre-application conference completed. (Pull file for additional requirements)
- _____ 2. Number of preliminary plats provided;
- _____ 3. Digital copy of the preliminary plat;
- _____ 4. Proposed name of subdivision;
- _____ 5. A vicinity sketch (location map);
- _____ 6. Boundary lines, bearings, and distances;
- _____ 7. Names, addresses and phone numbers of the developer and the engineer, surveyor, planner or landscape architect;
- _____ 8. Plat drawn to a standard engineer's scale no less than 1"=100'.

Existing Conditions

- _____ 9. Locations, width and name of each existing or platted driveway, access easement; street, alley or other public way; and dedicated rights-of-way within 200' of the site;
- _____ 10. Location, width and name of utilities, railroad and utility rights-of-way, bridges, parks and other public open spaces and permanent buildings within 150' of the site;
- _____ 11. All existing storm water system, sanitary sewers, water mains, gas mains, culverts or other underground installations with locations shown within fifty (50) feet of the site;
- _____ 12. Names of abutting subdivisions and owners of abutting parcels of un-subdivided land;
- _____ 13. Parcel number (s) of the property;
- _____ 14. Locations of watercourses and all areas designated 100-year floodplain on the proposed subdivision and within 50' of the boundaries of the proposed subdivision;
- _____ 15. Identify the watershed in which the subdivision is located;
- _____ 16. Tree masses, approximate acreage;
- _____ 17. Special features or unusual historical features;
- _____ 18. Identification, location and nature of all existing zoning districts and land uses within two hundred (200) feet of the boundaries of the proposed subdivision;
- _____ 19. Existing topography may be submitted on a separate plan sheet for the proposed subdivision and within 100' with contour intervals of not more than 5', referred to USGS or County datum.

Preliminary Plat Application

File No. _____

Proposed Development

- _____ 20. The general location, width, proposed radii, proposed grade and name of proposed streets, alleys, sidewalks and public walk ways and other easements with center lines;
- _____ 21. The general location and type of all proposed and existing adjacent public utility lines, including storm water and sanitary sewer lines, water lines, and storm water management facilities;
- _____ 22. Layout, number and approximate dimensions of lots, approximate lot areas, and building setback line requirements with dimensions and blocks, with minimum typicals acceptable;
- _____ 23. Location and size of proposed common ground and any conditions of this dedication;
- _____ 24. Typical lot layout with building setback lines and easement lines;
- _____ 25. Indication of any lots on which uses other than residential are proposed by the subdivider;
- _____ 26. Proposed location and type of stormwater management improvements;
- _____ 27. Identification, location and nature of all proposed zoning districts and land uses to be included within the boundaries of the subdivision;
- _____ 28. Proposed topography may be submitted on separate plan sheet with contour intervals of not more than 5', referred to USGS or County datum;
- _____ 29. Any studies or data required, as identified in the pre-application conference;
- _____ 30. Phasing, including phasing lines and timetable for development (if applicable).

Supplementary requirements (Planned or Phased Development)

- _____ 31. Sketch plan of entire development submitted with drainage, land use, utility and street layout. Proposed location and type of stormwater management improvements;
- _____ 32. Engineering scale, 1" = 200' or 1" = 400';
- _____ 33. Name, location, north arrow, and acreage;
- _____ 34. Identify for each phase and for the total development: proposed use; density by number of dwelling units per gross residential acre; the approximate gross floor area of commercial and industrial use; and the floor area ratio (FAR) of commercial and industrial use;
- _____ 35. Location of streets, the general location of access points to abutting streets, all points of ingress and egress and projected traffic generation;
- _____ 36. Proposed location of major public uses, such as schools, common ground and recreation space.