

CITY OF OZARK MISSOURI
DEPARTMENT OF PLANNING & DEVELOPMENT
APPLICATION FOR PRELIMINARY PLAT APPROVAL

FEE: \$225.00 PLUS \$1.50 PER LOT

LOCATION OF PROPERTY

STREET ADDRESS _____

SIZE OF PROPERTY _____

CURRENT USE

CURRENT ZONING _____

CURRENT USE(S) _____

CONFORMING OR NON-CONFORMING _____

PROPOSED USE

NUMBER OF LOTS _____

PROPOSED SUBDIVISION NAME _____

PROPOSED NAME(S) OF ANY NEW STREETS _____

IDENTIFICATION

OWNER NAME & ADDRESS _____

TELEPHONE _____

IF CORPORATION, OWNER'S NAME(S) _____

CONTACT PERSON _____

TELEPHONE _____

ENGINEER COMPANY & CONTACT PERSON _____

TELEPHONE _____

TO WHOM DO WE FAX STAFF COMMENTS?

NAME _____

FAX NUMBER _____

NAME _____

FAX NUMBER _____

I hereby certify that this application is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all application laws of this jurisdiction.

SIGNATURE _____ DATE _____

**A REPRESENTATIVE IS REQUIRED TO ATTEND THE
PLANNING & ZONING MEETING**

REQUIRED INFORMATION ON PRELIMINARY PLAT

The Preliminary Plat shall clearly show the following features and information.

1. *Name and code.* The proposed name of the subdivision which shall not duplicate or closely approximate the name of any other subdivision in the City of Ozark, or of any subdivision filed in Christian County.
 2. *Designation.* The tract designation according to real estate records of the recorder of the County where located.
 3. *Owner of Record.* The names and addresses of the owner or owners of record, the developer, and the engineer or surveyor.
 4. *Abutting owners.* The name of adjacent subdivisions and the names of record owners of adjacent parcels of unplatted land.
 5. *Boundary lines.* The boundary lines, accurate in scale, of the tract to be subdivided.
 6. *Streets—other features.* The location, widths, and names of the existing or platted streets, sidewalks or other public ways within or adjacent to the tract, and other important features such as existing, permanent buildings; large trees and water courses; railroad lines; corporation and township lines; utility lines, etc.
(Back of Curb to Back of Curb widths need to be stated on all streets.)
 7. *Existing utilities & easements.* Existing sewers, water mains, culverts, and other underground structures within the tract and immediately adjacent thereto with pipe sizes and grades indicated. All existing easements shall be shown to include widths.
 8. *Physical characteristics.* Topography. Contours, normally with intervals of five (5) feet, or as may be otherwise required by the Planning Commission.
 9. *Soils.* Type and extent of soil groups with main soil horizon description.
 10. *Geology.* Location, type, and extent of subsurface and exposed geologic formations.
 11. *Proposed design—street, drainage, etc.*
 - a. The layout and widths of proposed streets, sidewalks, alleys, and easements;
 - b. The location and approximate sizes of catch basins, retention basins, culverts, and other drainage structures;
 - c. The layout, numbers, and approximate dimensions of proposed lots.
- Proposed street names shall be established by the City of Ozark GIS Department.
12. *Zoning.* Zoning boundary lines if any; proposed uses of property & front yard set back lines.
 13. *North point, etc.* North-point, scale, date, title. Both magnetic north and true north shall be indicated with the declination also shown.
 14. City of Ozark Geographic Reference System (GRS) Stations shall be used to base the survey on the Missouri Coordinate System of 1983, Central Zone. (City of Ozark GRS Station info can be acquired from the GIS Department.)

A table containing coordinates based on the Missouri Coordinate System of 1983, Central Zone for all of the following:

City of Ozark GRS Stations
Public Land Surveyor Section Corners
All Boundary Corners (existing and created)

15.

A digital copy of the preliminary plat shall be submitted with the application. It shall be provided as an AutoCAD dwg. File complying with the following: Missouri Coordinate System of 1983, Central Zone, (in U.S. Feet). The digital copy shall include either paper space for each sheet or sheet layouts of individual sheets.

SUBMISSION OF PRELIMINARY PLAT

Plat Conformity: The preliminary plat shall be in substantial conformity with the approved sketch plat.

Number of Copies and Required Scale: The developer or his/her engineer shall prepare and submit to the Planning and Development Department a preliminary plat application along with five (2) folded 24X36 black line or blue line prints, twenty-five (1) folded 11X17 legible prints. A digital copy shall be provided as an AutoCAD dwg. file that complies with the following: Missouri Coordinate System of 1983, Central Zone, (in U.S. feet). The digital copy shall include either paper space for each sheet or sheet layouts of individual sheets. Also all other required supplemental material as set forth in this Title. The plat shall be drawn at a scale no greater than one hundred (100) feet to the inch and which is in increments of ten (10) feet.

Initial Submission Deadline: Preliminary Plats will be considered by the Planning and Zoning Commission at it's regular meeting on the fourth Monday of the month. Applications for a preliminary plat and all supplemental materials shall be submitted to the Planning and Development Department no later than the end of the business day 30 working days before scheduled Planning and Zoning meeting. Applications that are timely submitted will be considered at the Planning and Zoning Commission meeting in the month following submission.

Review Fees: A fee shall be paid for the examination and review of each preliminary plat as follows:

\$225.00 plus \$1.50 per lot

Staff Review: The preliminary plat shall be reviewed by the Planning and Development Department to determine its conformity with the City of Ozark Ordinances and Comprehensive Plan, and the plat's compliance with all applicable County, State and Federal laws and regulations.

Staff Review Deadlines: The staff review meeting will be held no sooner than ten (10) business days and no later than fifteen (15) business days after the submission of the preliminary plat application deadline.

Staff Comment Report: The City Planner shall prepare a report that outlines departmental staff comments, concerns, considerations and recommended revisions to the preliminary plat. A copy of the report will be faxed, mailed, or e-mailed to the applicant and/or his/her engineer within ten (10) business days following the completion of the staff meeting so

comments can be addressed and revisions, if any, to the preliminary plat can be made. A copy of this report will be placed in the applicant's file.

SUBMISSION OF REVISED PRELIMINARY PLAT

Following the staff review and comment process, a revised preliminary plat and all supplemental material, i.e. must be submitted to the Planning and Development Department by the end of the business day on the third (3rd) Monday of the month prior to the Planning and Zoning Commission meeting at which review and action is desired.

APPROVAL, DISAPPROVAL OR MODIFICATION OF PRELIMINARY PLAT BY PLANNING AND ZONING COMMISSION

Commission Review. The Planning and Zoning Commission will review the preliminary plat and supplemental materials to determine if the plat meets the standards set forth in this Title.

Commission Approval of Preliminary Plat. The Planning and Zoning Commission shall approve, approve with modifications, or disapprove the preliminary plat within one-hundred and twenty (120) days from and after the meeting at which the preliminary plat was submitted. The Planning and Zoning Commission will clarify to the applicant or his/her representative attending the meeting, what action, if any, was taken by the Planning and Zoning Commission, specifying what changes or additions, if any, will be required prior to final review and approval of the preliminary plat. If the Planning and Zoning Commission within the one-hundred and twenty (120) day time period takes no action, the preliminary plat shall be deemed to be disapproved by the Planning and Zoning Commission. The one-hundred and twenty (120) day period for Planning and Zoning Commission action may be extended upon written request of the applicant.

Commission Approval with Contingencies. Any contingencies to the preliminary plat required as prerequisites for approval shall be noted in the minutes of the Planning and Zoning Commission's public hearing. A list of required contingencies will be sent to the applicant or his/her engineer within ten (10) business days so the preliminary plat can be revised and resubmitted to the Planning and Development Department for approval. The revised preliminary plat must be received and approved by the Planning and Development Department prior to, or simultaneously with, the submission of project construction drawings.

Commission's Denial of a Preliminary Plat. If the Planning and Zoning Commission denies the preliminary plat, the Commission shall attach to the preliminary plat a statement of the reasons for such action and return it to the applicant within ten (10) business days of the action. The grounds for

denial of any preliminary plat submitted or regulations violated by the plat shall be set forth in the minutes of the Planning and Zoning Commission meeting.

Re-Submission of a Denied Preliminary Plat. If, after denial, the applicant elects to resubmit a revised preliminary plat for further consideration, the applicant must do so within ninety (90) days from the date of the Planning and Zoning Commission's denial. If the applicant resubmits the revised preliminary plat within the time frame set out above, then, no additional fees will be assessed. If the applicant does not resubmit a revised preliminary plat within ninety (90) days from the date of denial the Planning and Zoning Commission's decision is considered final and any re-submission thereafter will be assessed new application fees.

Effect of Preliminary Plat Approval. Approval of a preliminary plat by the Planning and Zoning Commission constitutes approval of the subdivision as to the character and density of development, the arrangement, location, and approximate dimension of streets, lots, utility easements, detention basins and other planned features, and authorizes the applicant to proceed to prepare construction drawings including, but not limited to, streets, potable water, sanitary sewer, and storm water infrastructure specifications.

- A. Approval of the preliminary plat shall authorize the developer to commence the generation of construction drawings that shall be submitted to the Planning and Development Department for review and approval prior to starting actual construction.
- B. Approval of the preliminary plat shall require the developer's engineer to provide a digital copy of the construction drawings to the Planning and Development Department prior to any site improvement construction. All preliminary plats and construction drawings shall be provided as an AutoCAD dwg. file and shall be on U.S. State Plane 1983, Missouri Central 2402 Zone, [NAD 1983, CONUS] coordinates.
- C. Approval of construction drawings shall authorize the developer to commence construction of all required infrastructure improvements including but not limited to storm water detention basins, curbs, gutter and inlets, sanitary sewer lines, lift stations, potable water lines, impervious roadway surfaces, sidewalks, landscaping and/or buffer yards as well as other applicable improvements required by the Planning and Zoning Commission.

- D. Approval of the preliminary plat shall not authorize the sale of lots or the construction of buildings or public improvements, nor shall it constitute acceptance by the City of Ozark of any dedicated improvements anticipated in the preliminary plat.

EFFECTIVE PERIOD OF PRELIMINARY PLAT APPROVAL

Effective Period: The approval of a preliminary plat shall remain effective for a period of twelve (12) consecutive months from the date of approval. If the applicant fails to submit a final plat within the said twelve (12) month period, the authority granted by the approval of the preliminary plat shall automatically expire. In the event that the applicant desires to continue development, a new application for preliminary plat shall be required.

Time Extension: Requests for extension of time to submit the final plat shall be made in writing to the Commission before the expiration date of the preliminary plat. If the Planning and Zoning Commission grants an extension of time for the submission of the final plat, the Commission shall, when ruling on the request:

- A. Make a finding that the conditions on which the preliminary plat was approved have not substantially changed, or
- B. Require changes in the preliminary plat, prior to approval of the request for extension, that reflect any substantial changes to the subdivision site or its surroundings that have taken place since initial approval.