

CITY OF ST. ROBERT SUBDIVISION APPLICATION

PART I: APPLICANT INFORMATION

Owner(s) (print)	Date	Project Engineer (print)	Date
Address		Address	
Business Phone	Cell Phone	Business Phone	Cell Phone
Agent/Applicant (print)	Date	Surety Agent (print)	Date
Address		Address	
Business Phone	Cell Phone	Business Phone	Cell Phone

We/I the undersigned hereby make application to the City of St. Robert for approval of a plat of subdivision to be known as _____ which is located within the corporate city limits of the City of St. Robert, Missouri. The undersigned agrees that all proposed development activities including; land disturbance, flood protection, stormwater and erosion control and infrastructure improvement shall be in accordance with the requirements set forth in the Land Development and Infrastructure Development Regulations of the City of St. Robert and with all other applicable city ordinances, federal programs, and the laws and regulations of the State of Missouri.

Owner(s) Signature: _____ Date: _____
 Applicant Signature: _____ Date: _____

Note to Applicant: Incomplete applications will be rejected and returned to the applicant for completion. (*Application fees are non-refundable)

PART II: SITE DATA

Location: _____ 1/4 of the _____ 1/4; Section _____; Township _____; Range _____
 Owner(s) of Record: _____ Book & Page Number: _____
 Tax parcel ID number: _____ Date property Acquired: _____
 Gross Parcel Area: _____ Acre(s) Current Zoning Classification: _____
 Property Located within a Designated Floodplain? (YES) (NO) Property Located within a Designated Floodway? (YES) (NO)
 FIRM Panel Number: _____ FIRM Map Date: _____ Flood Zone: _____

PART II: SUBDIVISION SUMMARY

- A. Specify the proposed name of this new subdivision: _____.
- B. Specify is the proposed land use(s) to be developed within the subdivision? _____.
- C. List the gross area contained in this subdivision **before** development activities commence. _____ Acres.
- D. List the gross area of reserved open space **after** development activities are complete. _____ Acres.
- E. What is the minimum lot size within the proposed subdivision? _____ Square feet. Number of Lots? _____
- F. What is the proposed lot size density? _____ dwelling units per _____ acre. (Residential uses only)
- G. List the building setback distances: Front yard _____ feet, Side yard _____ feet, Rear yard _____ feet.
- H. Will new infrastructure improvements be made to support this proposed subdivision? (circle one) (YES) (NO)
- I. What is the estimated cost of all infrastructure improvements to be made? (attach estimates) _____.
- J. Has an **Irrevocable Letter of Credit** been filed with the City of St. Robert? (circle one) (YES) (NO)
- K. Has a subdivision **Construction Agreement** been filed with the City of St. Robert? (circle one) (YES) (NO)
- L. Has a subdivision **Maintenance Agreement** been filed with the City of St. Robert? (circle one) (YES) (NO)
- M. Does the current zoning classification support the proposed subdivision? (circle one) (YES) (NO)
- N. Has a change of rezoning district been approved for this proposed subdivision? (circle one) (YES) (NO)
- O. If yes, when was the change of zoning district approved? _____ Ordinance number? _____
- P. Have any variances been granted for this parcel of land? (circle one) (YES) (NO)
- Q. If yes, when was the variance granted? _____ Purpose of variance? _____

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REVIEW & APPROVAL PROCESS

A. MINOR SUBDIVISION: (Chapter 407, Section 407.020)

Step 1: Conduct pre-development meeting.

Step 2: Final plat is submitted for acceptance.

- Submit completed subdivision plat application with:
 - (a) Filing fee, and
 - (b) Two (2) signed 24" x 36" paper copies the minor subdivision plat, and
 - (c) One (1) signed 24" x 36" mylar copy the minor subdivision plat, and
 - (d) One (1) copy of the project SWPPP and MODNR issued Land Disturbance Permit, and
 - (e) Electronic files and shape file data referenced to NAD83, Missouri Central State-plane coordinate system.
- The Land Use Administrator will review and approve the minor subdivision plat if the final plat is in compliance with all regulatory guidelines of the City of St. Robert. Any errors, omissions or non-compliance issues will be addressed with the applicant for corrective action and re-submittal of the minor subdivision plat.
- The applicant will record the approved mylar copy of the minor subdivision plat with the County Recorder of Deeds.
- Approval of the application and final minor subdivision plat permits development of the site as intended. The building permit approval process is a separate matter from this application process.

B. MAJOR SUBDIVISION: (Chapter 407, Section 407.017 and 407.019)

Step 1: Conduct pre-development meeting.

Step 2: Preliminary plat is submitted for review and approval.

- Submit completed subdivision plat application with:
 - (a) Filing fee, and
 - (b) Construction and Maintenance Agreements, and
 - (c) One (1) copy of the master plan of development with project narrative, and
 - (d) Two (2) signed 24" x 36" paper copies the preliminary major subdivision plat, and
 - (e) Two (2) engineered sealed copies of infrastructure improvement plans (24" x 36"), and
 - (f) One (1) copy of the project SWPPP and MODNR issued Land Disturbance Permit, and
 - (g) Electronic files and shape file data referenced to NAD83, Missouri Central State-plane coordinate system.
- The Land Use Administrator and Public Works will review and comment on the submitted plat and plans. If the preliminary plat and/or plans are in compliance with all regulatory guidelines of the City of St. Robert the preliminary plat will be forwarded to Planning and Zoning and City Council for approval. Any errors, omissions or non-compliance issues will be addressed with the applicant for corrective action and re-submittal of the amended documents.
- Approval of the application and preliminary major subdivision plat permits development of the site as intended. Building permits will not be issued until all infrastructure has been completed and the final plat has been approved by the City Council.
- All infrastructure improvements are constructed, tested as required and inspected.

Step 3: Final plat is submitted for acceptance.

- Documentation is submitted including:
 - (a) Two (2) signed 24" x 36" paper copies the final major subdivision plat, and
 - (b) One (1) signed 24" x 36" mylar copy the final major subdivision plat, and
 - (c) One (1) engineered sealed copies of "as-built" infrastructure improvement plans (24" x 36"), and
 - (d) Engineer's affidavit verifying infrastructure improvements comply with design drawings and specifications and city subdivision regulations.
 - (a) Electronic files and shape file data referenced to NAD83, Missouri Central State-plane coordinate system.
- Final plat is processed through Planning & Zoning and City Council for acceptance.
- Final plat mylar copy is recorded with the Pulaski County Recorder of Deeds.
- Performance bond or other surety is released.
- Warranty bond is filed with the City and warranty period commences on infrastructure improvements.