



# City of Ellisville

One Weis Avenue  
Ellisville, MO 63011

(636) 227-9660 FAX: (636) 227-9486

## APPLICATION FOR SUBDIVISION, LOT CONSOLIDATION, BOUNDARY ADJUSTMENT OR CONDOMINIUM PLAT

*(please type or print)*

**ALL APPLICABLE SECTIONS OF APPLICATION MUST BE COMPLETE.  
APPLICATION MUST BE CONSISTENT WITH SUBMITTED MATERIALS.  
PLANS MUST BE FOLDED TO APPROXIMATELY 8 ½ x 11 or 8 ½ x 14 IN SIZE. A \$400.00  
APPLICATION FEE MUST ACCOMPANY THIS APPLICATION**

Property Address: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

### **PART A: LOT INFORMATION**

#### **EXISTING LOT**

#### **PROPOSED LOT**

Lot size: \_\_\_\_\_

No. Lots: \_\_\_\_\_ Lot Size(s): \_\_\_\_\_

Topography: \_\_\_\_\_

Topography: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Water features/creeks/wetland and stormwater detention

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

Layout of streets, right of way widths and street names:

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

Location and width of pedestrian ways and easements:

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

Location of all utilities:

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

Abutting Land Uses: \_\_\_\_\_  
 \_\_\_\_\_ North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_  
 Building Setbacks Provided/Required: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /  
 \_\_\_\_\_ Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Side  
 Landscape Buffer Provided/Required: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /  
 \_\_\_\_\_ Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Side

**PART B: LOT CONSOLIDATION PLAT**

<u>EXISTING LOT(S)</u>	<u>PROPOSED LOT</u>
Lot size: _____	Lot Size: _____
Lot size: _____	
Topography: _____	
Description of change: _____	

**PART C: BOUNDARY ADJUSTMENT PLAT**

<u>EXISTING LOT(S)</u>	<u>PROPOSED LOT(S)</u>
Lot sizes: _____	Lot Size(s): _____
Lot sizes: _____	Lot Size(s): _____
Lot sizes: _____	Lot Size(s): _____
Topography: _____	
Description of change: _____	

**PART D: CONDOMINIUM PLAT**

<i>Unit Number</i>	<i>Unit Size (S.F.)</i>	<i>Legal Address</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is a copy of the indentures submitted? \_\_\_\_\_ If so, please submit copy to the City.  
 Have the indentures been approved by the City? \_\_\_\_\_

**PART E: ENVIRONMENTAL STATEMENT**

Will the proposed request adversely impact the environment?: \_\_\_\_\_

Has a Phase I Assessment or Phase II Environmental Report/Study been prepared in association with this request?  
 \_\_\_\_\_ (Yes or No) If yes, please submit a copy of the report/study with this application.

By filing this application you acknowledge and are aware that the City may require a partial or comprehensive environmental assessment, impact analysis, or report, in conformity with Chapter 415, Environmental Report of the Land Use Regulations, at any time during the application or approval process.

**PART F: STORM WATER QUALITY PROTECTION STANDARDS:**

All development and redevelopment must comply with storm water quality protection standards. To the maximum extent feasible, the development plan should preserve and/or protect existing natural resource areas that facilitate pollutant removal and reduce runoff.

1. As proposed, has land disturbance been minimized to the maximum extent feasible? \_\_\_\_\_
2. Can additional greenspace be preserved within the project boundary? \_\_\_\_\_
3. Can the proposed development be located in already developed areas? \_\_\_\_\_
4. Has stormwater been captured and infiltrated into the ground as part of the project? \_\_\_\_\_
5. Has stormwater been captured and reused for irrigation or décor as part of the project? If not, why not? \_\_\_\_\_

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6. Have permeable surface materials been used to promote infiltration and limit runoff? \_\_\_\_\_
7. Can land disturbance be restricted to less sensitive areas within the project? \_\_\_\_\_
8. Is the development located outside the 100 year flood plain? \_\_\_\_\_
9. Is the development located outside the stream bank setback buffer? \_\_\_\_\_
10. Does the development warrant engineering channel protection controls (because of size or stream bank erosion problems)? \_\_\_\_\_
11. Does the development plan avoid sensitive areas? \_\_\_\_\_
12. Does the site development plan utilize stormwater credits? \_\_\_\_\_
13. Does the site development plan show structural BMPs? What is the acreage of drainage to the BMP? Will the BMP be above or below ground? \_\_\_\_\_
14. Who will be responsible for maintaining storm water controls? Are the structural BMP shown on the plan appropriate for the entity or person responsible for maintenance? \_\_\_\_\_
15. Is over 1 acre of impervious area being added? \_\_\_\_\_
16. Is the development tributary to any existing basins that need to be upgraded? \_\_\_\_\_

**PART G: CRITERIA**

In addition to the plat requirements, all plats must meet the following criteria as determined by the Planning and Zoning Commission and/or the City Council. Please respond to each criteria. ‘Yes’ to indicate compliance. ‘No’ to indicate non-compliance:

- \_\_\_\_\_ 1. Is your plat consistent with the Comprehensive Plan?
- \_\_\_\_\_ 2. Does your plat feature lot size(s) and density which is consistent with adjacent properties?
- \_\_\_\_\_ 3. Are you proposing the creation of a lot or lots, which provide(s) adequate dimensions to construct improvements of similar size and nature to the surrounding area?
- \_\_\_\_\_ 4. Are you proposing the creation of a lot which is in compliance with the area and frontage requirements (no flag lots), as specified in Chapter 400, Zoning Regulations, and provides for an orderly pattern of development?
- \_\_\_\_\_ 5. Are you proposing the creation of a lot with substantially rectangular dimensions (no irregularly shaped lots)?
- \_\_\_\_\_ 6. Are you promoting a creative approach to the use of land and related physical facilities resulting in better site layout and development?
- \_\_\_\_\_ 7. Are you preserving and enhancing desirable site characteristics, such as natural topography, vegetation and geologic features and the prevention of soil erosion?

- \_\_\_\_\_ 8. Are you improving or enhancing water quality?
- \_\_\_\_\_ 9. Are you eliminating incompatible land configurations?
- \_\_\_\_\_ 10. Is your project consist with good planning practices?
- \_\_\_\_\_ 11. Is your project in compliance with all applicable codes, ordinances, and standards?

**PART H: PROCESS**

1. The City offers all applicants the opportunity to meet with City staff at any time to discuss a project. Please contact the City Planner to schedule a meeting: Ada Hood, [ahood@ellisville.mo.us](mailto:ahood@ellisville.mo.us) or via phone 636-227-9660.
2. The City also offers all applicants the opportunity to meet with the City Council in a Preliminary Conceptual Meeting. The Preliminary Conceptual Meeting is designed to provide the applicant with an opportunity to present a concept to the City Council for initial feedback, before the applicant incurs significant costs for detailed drawings or plans. The meeting is informal and non-binding. There is no cost to schedule a meeting, an applicant need only submit the Preliminary Conceptual Meeting form at least seven (7) days prior to the regularly scheduled City Council meeting date.
3. All requests for Plat approval must be made by submitting the Application Cover Sheet and the Plat Application form, associated fees and plats.
4. To initiate the process, please submit one copy of the application forms and nine (9) copies of the plans for 'staff review.' This initial submittal must be made a minimum of thirty (30) days prior to the Planning and Zoning Commission meeting date. In the case of high traffic uses, where a traffic impact study will be required, the submittal should be made at least forty-five (45) days prior to the Planning and Zoning Commission meeting date. Staff will route the plans to various departments and applicable agencies for their review. Within fifteen (15) days of receipt of submittal, the City Planner shall notify the applicant of any deficiencies or the application shall be accepted for consideration by the Planning and Zoning Commission, unless said timeframe is mutually waived. The applicant must respond to the City Planner's list of deficiencies within seven (7) days to be scheduled at the next Planning and Zoning Commission meeting. Delays in resubmitting will delay consideration of the application to the following month. Applicants must respond to the City Planner's list of deficiencies within thirty (30) days or the application is deemed void, unless such timeframe is mutually waived. The resubmittal should include revised applications and documents, as applicable, and twenty-five (25) sets of plans, folded to approximately 8 ½ x 11 or 8 ½ x 14 in size.
5. The Planning and Zoning Commission will consider the request and make a recommendation to the Council within sixty (60) days of official submission to the Commission unless said time period is extended by mutual agreement in writing. The failure of the Commission to act within sixty (60) days after the date of official submission to it shall be deemed approved. The "*date of official submission*" shall mean the date of the first (1st) official Planning and Zoning Commission meeting during which the application is received and placed on the agenda for consideration.
6. Upon receipt of the recommendation, the City Council consider the request. The City Council may, at its discretion, add to or delete conditions recommended by the Planning and Zoning Commission. The City Council may refer the application back to the Planning and Zoning Commission for further study before making its final decision. The decision rendered by the City Council shall require a simple majority vote except that a vote of at least five (5) members of the City Council will be required to approve any application contrary to the Planning and Zoning Commission recommendation.

**PART I: CHECKLIST (submit only applicable items)**

- \_\_\_\_\_ Completed Application Cover form (only one form is needed per project)
- \_\_\_\_\_ Letter describing the proposed project (who, what, where, when, why, etc)
- \_\_\_\_\_ \$800 deposit for Landscape Plan Review, if applicable. Depending on what the actual cost of the third party review, an applicant may be owed a refund or may be billed for additional monies.
- \_\_\_\_\_ \$6,000 deposit for Traffic Report, if applicable. Depending on what the actual cost of the third party review,

an applicant may be owed a refund or may be billed for additional monies.

- \_\_\_\_\_ Landscape Plan, Tree Preservation Plan, Street Tree Planting Plan
- \_\_\_\_\_ Existing and proposed landscaping, including name and size of plant material.
- \_\_\_\_\_ Wooded areas indicating Young and Mature Woodlands.
- \_\_\_\_\_ Lighting Plan and Photometric Plan in compliance with Section 400.350. A Sidewalk Luminaire plan in compliance with Section 400.351, if applicable.
- \_\_\_\_\_ Location and height of all light poles and type of lighting and shielding.
- \_\_\_\_\_ Name of subdivision, which name shall not duplicate or be alike in pronunciation of the name of any plat theretofore recorded in the City.
- \_\_\_\_\_ Location by section, town, range or by other legal description and small scale map showing location. Municipal, township and county.
- \_\_\_\_\_ Names and addresses of the owner, subdivider, surveyor and designer of the plat.
- \_\_\_\_\_ North point, graphic scale, date of preparation, total acreage
- \_\_\_\_\_ Property lines, layout of platted streets, location and width of proposed pedestrian ways, utility easements showing right-of-way widths, minimum front and side street building setback lines indicating dimensions. and names of streets.
- \_\_\_\_\_ Areas, other than streets, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
- \_\_\_\_\_ Permanent buildings and other structures, existing sewers, water mains, culverts or other underground facilities.
- \_\_\_\_\_ Topography showing lakes, watercourses, swamp areas and contour at vertical intervals of not more than two (2) feet unless steep terrain enables five-foot contours to adequately portray the land conditions; contour lines shall be shown by means of dashed lines on the preliminary plat and shall be numbered to the United State Geological datum
- \_\_\_\_\_ Layout, numbers and minimum dimensions of lots. Proposed use of all parcels
- \_\_\_\_\_ Whenever a portion of a tract is proposed for platting and it is intended or of a size for future enlargement of such platted portions from time to time, a tentative plat for the future subdivision of the entire tract shall be submitted.
- \_\_\_\_\_ Draft of protective covenants whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed development.
- \_\_\_\_\_ A grading plan shall be included in the preliminary plat showing existing and proposed contours at intervals sufficient to clearly show the slope of the existing ground surfaces and the extent of the proposed grading. It shall be prepared on a plat showing the subdivision layout as proposed on the final plat, the location and first floor elevation of each building proposed to be built in the subdivision, and all existing trees 2.5 inches caliper and larger and other pertinent site features which could be affected by grading.
- \_\_\_\_\_ If applicable supplemental engineering data may be required by the Commission on (1) water supply (2) sewage disposal (3) drainage (4) flood control (5) soil and test borings (6) grading and street profiles.

- \_\_\_\_\_ True angles and distance tied to the nearest established street lines or official monuments which shall be accurately described in the plat. Complete curve data, including radii, internal angles, tangent bearings, and length of all arcs.
- \_\_\_\_\_ Accurate location of all monuments.
- \_\_\_\_\_ Certification by a registered land surveyor to the effect that the plat represents a survey made by him and that monuments and markers shown thereon exist as located and that all dimensional and geodetic details are correct.
- \_\_\_\_\_ Notarized certification by owner, and by any mortgage holder of record, of the adoption of the plat and the dedication of streets and other public areas in the form approved by the city attorney.