

# ZONING CODE AND SUBDIVISION REGULATIONS

## *46 Attachment 1*

### **City of Moscow Mills**

#### **Appendix A**

#### **City of Moscow Mills Planning and Zoning Commission Subdivision Application Process**

- A. To begin the application process for a resident subdivision in the City of Moscow Mills a sketch/plot plan must be submitted to the City Clerk at City Hall for review by the Planning and Zoning Chairperson or the City Official in charge of subdivision review. The sketch/plot plan should include the following:
1. A map showing the location and topography.
  2. The approximate location of lots and streets.
  3. Existing buildings, lakes or other significant features.
  4. The names(s) and phone number(s) of the person(s) wanting to develop the property.

This first step is only an exchange of information to give guidance as to what probably will be required before going to the expense of making detailed plans of the subdivision. This is not binding. After review of the sketch/plot plan, the developer will be given the date of the next Commission meeting and be placed on the agenda. If a meeting is requested prior to the next Commission meeting, the developer will be contacted to schedule a meeting date.

- B. The next step will be to submit five copies of the Preliminary Plat to the City Clerk at City Hall for review by the Planning and Zoning Commission and the City Engineer. The applicable fee will need to accompany the preliminary plat. The preliminary plat must include the following:
1. Boundary lines, bearings and distances sufficient to locate the exact area proposed for subdivision;
  2. The name and locations of all adjoining subdivisions drawn to the same scale and shown in dotted lines and in sufficient detail as to show accurately the existing streets and alleys and other features that may influence the layout and development of the proposed subdivision;
  3. The names of owner and locations of all adjoining unplatted properties;
  4. The location and widths of all streets, alleys, easements and rights-of-way existing and proposed within the subdivision limits;
  5. The location of all existing buildings, sewers, water mains, gas mains or other underground structures, or other existing features within the area proposed for subdivision;
  6. The name under which the proposed subdivision is to be recorded, the name of the owner with sufficient data to show ownership, and the name of the engineer platting the tract;
  7. Proposed arrangements of lots, which should be numbered consecutively from one to the total number of lots in the subdivision;

## MOSCOW MILLS CODE

8. Location and size of proposed parks, playgrounds, churches or school sites or other special uses of land to be considered for dedication to public use or to be reserved for use of all property owners in the subdivision and any condition of such dedication or reservation;
  9. Scale, north arrow, date and the pertinent data;
  10. Topography with contour intervals of not more than five feet, also the location of water courses, ravines, bridges, lakes, large free-standing trees, wooded areas, approximate acreage;
  11. Approximate grade and gradients of each proposed street and location of proposed culverts and bridges;
  12. The location of sewers (storm and sanitary), along with information regarding any necessary improvements to such channels;
  13. Data regarding the location, size and type of construction of any culverts, bridges or underground facilities for disposing of either storm water or sewage. All storm water facilities shall be designed according to Chapter 48 of the Moscow Mills City code;
  14. Location of any easements necessary to accommodate the sewers or storm water drawings or underground construction;
  15. Location of all permanent markers and monuments;
  16. Development of parcels within a Zone "A" of a FEMA Floodplain will require a detailed flood study to determine the 100-year flood elevation and floodway location.
- C. In order to allow for construction of a display home or homes prior to the recording of the record plat, the developer may submit an application for a Display Home Plat to be considered along with the application for preliminary plat or after the preliminary plat has been approved. A reasonable number of displays may be approved where, in the opinion of the Planning and Zoning Commission, they are appropriate for the type of development presented. After approval of a display plat, building permit reviews and fees will be required before home construction can begin.

Five copies of the display home plat and application shall be submitted to the City Clerk at City Hall for review by the Planning and Zoning Commission and the City Engineer. The applicable fee will need to accompany the display home plat application. The display house plat shall be designed by a registered professional engineer with their stamp, signature and address that shall contain a complete set of notations and descriptions that supply the City staff with all relevant site information. The display house plat shall show the location, size, proposed builder, and the number and location of parking areas of each display home in relation to the proposed lots. The display plats are not to be recorded. Display homes cannot be sold until the plat on which the lot is located is legally recorded as a final record plat.

- D. The next step will be to submit five copies of the improvement plans and specifications to the City Clerk at City Hall for review by the Planning and Zoning Commission and the City Engineer. Construction of improvements is prohibited until the improvement plans are approved. The improvement plans must include the following:
1. The preferred drawing size shall be 24 inches by 36 inches; no drawings shall exceed 36 inches by 42 inches. White line prints on blue background will not be acceptable.

## ZONING CODE AND SUBDIVISION REGULATIONS

- Good drafting practices, either manual or automated (CAD) at a minimum 50 feet to an inch shall be followed;
2. Professional Requirements;
    - a. The construction drawings, project specifications and hydraulic and hydrology calculations shall be prepared by a Registered Professional Engineer as required by Chapter 327 of the Revised Statutes of the State of Missouri;
    - b. All construction documents shall bear an original embossed or wet ink seal, original ink signature and date the documents were sealed by the Registered Professional Engineer;
      - (1) Each of the construction drawings shall be sealed by a Registered Professional Engineer;
      - (2) Only the cover sheet of project specifications and hydraulic or hydrology calculations need to be sealed by a registered Professional Engineer;
  3. Two digital submittals of approved improvement plans on CD-ROM in Auto cad format for use in upgrading City maps;
  4. The Construction drawings, as a minimum, shall include the following sheets:
    - a. Cover sheet- cover sheet may contain project specifications, if space is available, otherwise the project specifications shall be submitted as a separate, bound book;
    - b. Site plan sheet- sheet showing existing contours.
    - c. Final grade plan- sheet showing final contours;
    - d. Sanitary and storm sewer plan and profile sheets- The storm sewer profile shall include hydraulic grade lines and profile of storm detention facilities.
    - e. Street profile sheet;
    - f. Water line plan;
    - g. Miscellaneous details;
  5. A copy of all pertinent Federal, State and County permits shall be submitted to the City before final approval. They shall include but not be limited to the following:
    - a. 404 permit from Corps. Of Engineers;
    - b. 401 permit from MODNR (land disturbance);
    - c. Sewer line extension permit from MODNR;
    - d. Water line extension permit from MODNR;
- E. The next step in the process is for the Developer to provide a guarantee for the construction of the public improvements pursuant to 46.455.
- F. The final step in the process is the final plat. The final plat must be submitted to the City Clerk at City Hall, with the required fee, within one year after approval of the Preliminary Plat for review by the Planning and Zoning Commission, City Engineer and Board of Aldermen. The following information is either required on final plat or accompanying it:
1. The final plat shall substantially conform to the approved preliminary plat.
  2. Name of subdivision;
  3. Names of adjacent subdivisions and owners of adjoining parcels of unsubdivided land;
  4. Name of subdivider, owner and Registered Professional Engineer;
  5. Locations of section, township, range, City, County and State;

## MOSCOW MILLS CODE

6. Names of adjacent streets within adjoining subdivisions;
7. Plat boundaries showing traverse bearings obtained by determinations of true north by solar or celestial observations and internal angles with dimensions in hundredths of feet to close the traverse bearings within a maximum of one foot in 10,000 feet;
8. Date, scale and north point;
9. Proposed street centerline bearings;
10. Length of all arcs, radii, internal angles, points of curvature and tangent bearings;
11. When lots are located on a curve or when side lot lines are at angles other than 90°, the widths at the building line should be shown;
12. All easements for rights-of-way provided for public services or utilities and any limitations of such easements;
13. All lot numbers and lines, with accurate dimensions in feet and hundredths, and with bearings and angles to street and alley or crosswalk lines;
14. Accurate outlines of any areas to be dedicated or temporarily reserved for public use with the purpose indicated;
15. Building setback lines and dimensions;
16. Protective covenants, if any, for recording;
17. Surveyor's Certificate, placed on the plat;
18. An express dedication to the public use of all streets, alleys, rights-of-way, parks, school sites, easements, and other public places shown on the plat;
19. Owner's Certificate of Deed if dedication is involved;
20. Certificate of Approval by the Planning and Zoning Commission (to be placed on the plat);
21. A multiple family subdivision tract may be developed in two or more phases, which shall be clearly indicated on the record plat. The record plat for each phase shall include all previous phases and a reference to the book and page of their recording, and all future phases. Areas designated as future phases need not indicate easements or parking and drive locations, and are not developable until such phases are recorded. Improvement plans and installation or guarantee of improvements are not required for areas designated as future phases, except that the City may require such improvements as are necessary to serve the phase proposed for present development.

After this final plat is submitted, the Planning and Zoning Commission will review the plat and make its recommendation to the Board of Aldermen, which will approve or disapprove the final plat.

After approval of the final plat by the Board of Aldermen, the final plat must be recorded with the Lincoln County Recorder of Deeds. Recording the plat must be done before lots within a subdivision can be sold.