

CITY OF MOBERLY, MISSOURI
PRELIMINARY DEVELOPMENT PLAN APPLICATION

Return Form to:
Zoning Administrator
City of Moberly
101 West Reed Street
Moberly, MO 65270-1551
(660) 263-4420
(660) 263-9398 (Fax)

For Office Use Only

Deposit: _____
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____

APPLICANT INFORMATION:

Applicant: _____ Phone: _____
Address: _____ Zip: _____
Owner: _____ Phone: _____
Address: _____ Zip: _____

PROPERTY INFORMATION:

Street Address or General Location of Property: _____
Property is Located In (Legal Description) (If additional space is needed, please attach on additional sheet):

Present Zoning _____ Present Use of Property: _____

Proposed Use(s) (All uses are permitted in the Planned Development District; however, each use included in a particular "PD" must be specified below as well as on the Preliminary and Final Development Plans). _____

What is the acreage for each of the following types of use within the Planed Unit Development?

Residential _____ Commercial _____ Industrial _____

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

RELATIONSHIP TO EXISTING ZONING PATTERN AND NEIGHBORING AREA:

1. Are there substantial reasons why the property cannot be used in accordance with existing zoning?
Yes _____ No _____

If yes, explain: _____
2. Describe how the proposed Planned Development will not have a substantial adverse affect on the neighboring area. _____

CONFORMANCE WITH COMPREHENSIVE PLAN:

1. Is the proposed change consistent with the goals, objectives and policies set forth in the Comprehensive Plan? If yes, on a separate sheet of paper please explain how.

Yes _____ No _____
2. Is the proposed Planned Development consistent with the types of land uses indicated on the Future Land Use Map for the applicable tract of land? If yes, on separate sheet of paper please explain how.

Yes _____ No _____

TRAFFIC CONDITIONS:

1. Identify the street(s) with access to the property: _____

2. Identify the classification of those street(s) as Arterial, Collector or Local and each Right-of-Way width:

Street Name	Classification	Right-of-Way Width
_____	_____	_____
_____	_____	_____

3. Will turning movements caused by the proposed use create an undue traffic hazard?
Yes _____ No _____

UNIQUE CHARACTERISTIC OF PROPERTY AND ADDITIONAL COMMENTS:

THE FOLLOWING MUST ACCOMPANY YOUR APPLICATION:

1. One copy of a legal description of the property proposed to be rezoned.
2. One copy of a statement describing the impact of the proposed change, including any traffic conditions that may result; any danger from fire hazards; how the proposed change may affect the character of the surrounding properties; and how the proposed change will benefit the City of Moberly.
3. Certified list of property owners located within:
 - A. 185 feet of the property if the proposed PD is located within the City's municipal boundaries;
 - B. 1,000 feet of the property if the proposed PD is adjacent to the city's corporate limits.
4. Fifteen (15) copies of the preliminary development plan for review and approval by the Planning and Zoning Commission, which said plan shall include the information as specified in the Zoning Regulations.

Applicant's Signature

Date

Section 4.03 Preliminary Plat.

- A. Intent. The Preliminary Plat contains accurate preliminary planning and engineering. Although not a survey, the accuracy and design is such that only minor changes are to be expected in the Final Plat. Only minor revisions warranted by final engineering, surveying or other required changes are expected following approval of the Preliminary Plat. Unless part of a Planned Development district zoning or otherwise specified, the Preliminary Plat is not recorded. Rather it serves as a benchmark for reviewing and approving the Final Plat. A revised Preliminary Plat may be required for any subdivision that proposes a major deviation from a previously approved Preliminary Plat at the time of Final Plat application.
- B. General.
1. Preliminary plat submittal is required for all Major Subdivisions.
 - 2.
 3. In order to proceed, the applicant shall submit an application for approval of a Preliminary Plat within 120 days of the Sketch Plat meeting. If the Preliminary Plat application is not filed within the 120-day period, the applicant must resubmit a Sketch Plat and meet with Community Development Staff per the requirements of Section 4.02, unless a reasonable extension is granted by staff.
 4. The Preliminary Plat shall generally conform to the Sketch Plat.
- C. Application Procedure and Requirements.
1. Application: Preliminary Plat Application shall be made on forms available at City Hall or in the City of Moberly Procedures Manual. All applications shall be filled out in their entirety. Applications shall be reviewed for completeness and if the City determines that the application is complete, the application shall then be processed. If the City determines that it is incomplete, the City shall notify the applicant of the specific ways in which the application is deficient. Incomplete applications will not be accepted, or placed on an agenda for review and consideration. As such, applicants are encouraged to submit applications earlier than the deadlines specified in the adopted City of Moberly Application and Review Schedule.
 2. Fees: A filing fee and deposit shall be charged and collected from the applicant in an amount as established by the Governing Body by ordinance or resolution. A separate filing fee and deposit shall be required for each Preliminary Plat application. The Preliminary Plat shall not be accepted for filing until the filing fee and deposit has been paid by the subdivider.
 3. Submittal Materials: The subdivider shall submit one original and the required number of folded prints or copies of the Preliminary Plat, and a vicinity map (if not on the Preliminary Plat) showing the location of the proposed subdivision.

City Of Moberly Subdivision Regulations

Subdivision – Procedures, Specifications & Approval Process

These plans shall be filed with the Community Development Staff according to the adopted City of Moberly Application and Review Schedule.

4. Notification: The subdivider shall provide a complete list of the names and mailing addresses of the last known record owners, as prepared by the County Clerk or title company, of all property within 200 feet of the property being proposed for subdividing or resubdividing. The City shall mail a notice to all property owners on the list stating the time and place that the proposed subdivision shall be heard. Failure to received mailed notice shall not invalidate any action taken on the application.

D. Preliminary Plat Features. All Preliminary Plats shall contain:

1. Scale of the plat, 1" = 100' or larger.
2. A vicinity map at a scale of 1" = 1000' or larger, showing streets and street names within 500 feet of the boundaries of the proposed subdivision.
3. The proposed name of the subdivision. The name shall not duplicate or too closely resemble the name or names of any existing subdivision(s).
4. The location of the boundary lines of the subdivision and reference to the section or quarter section lines.
5. The names and addresses of the subdivider, developer, owner, and the engineer or land surveyor who prepared the plat.
6. Date of preparation and north point.
7. Existing conditions:
 - a. Current zoning classification, existing, projected and proposed land use.
 - b. Location, width and name of platted streets or other public ways, railroads and utility rights-of-way, parks and other public open spaces and permanent buildings within or adjacent to the proposed subdivision.
8.
 - a. All existing sewers, water mains, gas mains, culverts, or other underground installations, within or adjacent to the proposed subdivision, with pipe size and manholes, grades and location.
 - b. Names of adjacent subdivisions together with arrangement of streets and lots, and owners of adjacent parcels of unsubdivided land.
 - c. Topography with contour intervals of not more than two feet, referred to U.S.G.S. datum; where the ground is too flat for contours, spot elevations shall be provided.

- d. Location of watercourses, bridges, wooded areas, lakes, ravines, floodplain, and such other features as may be pertinent to the subdivision.
9. Proposed improvements:
- a. The general arrangements of lots and their approximate size. Additional sheets may be warranted based upon the size of the proposed development.
 - b. Location and width of proposed streets, alleys, and pedestrian ways and easements.
 - c. The general plan of sewage disposal, water supply and drainage, including a map showing the drainage area of each major drainage way.
 - d. Location and size of proposed parks, playgrounds, churches, school sites or other special uses of land to be considered for reservation or dedication for public use. Including calculations for required open space dedication.
 - e. General street layout of adjacent property within 200 feet to show how streets and other public facilities in the proposed subdivision relate to the adjacent property.
 - f. Approximate gradient of streets.
 - g. Relation to adjacent unsubdivided land.
 - h. A table showing gross acreage of the subdivision; acreage of each applicable zoning district; acreage dedicated to streets and other public uses; total number of buildable lots for each use proposed; maximum, minimum and average lot sizes for each use proposed; and overall density.
- E. Supplemental Data: The following additional information shall be submitted with the Preliminary Plat at the time of application:
1. Proof of Ownership or Control of the Property: A title report by an abstract or a title insurance company, or an attorney's opinion of title, showing the name of the owner of the land and all other persons who have an interest in, or an encumbrance on the plat and any easements or other constraints.
 2. Review by Public Utilities: The subdivider shall have the proposed plat reviewed by all affected utility companies or agencies to ensure that adequate easements are provided and shall submit a letter from each utility or agency regarding their review and comments on the plat.

City Of Moberly Subdivision Regulations

Subdivision – Procedures, Specifications & Approval Process

3. Preliminary Grading Plan: The subdivider shall submit a preliminary grading plan including, existing and proposed land elevations, contours, and slopes. This plan shall be forwarded to the Community Development Director or Designee. These plans are not intended to be detailed suitable for construction.
 4. Preliminary Landscaping Plan: The subdivider shall submit a preliminary landscaping plan, showing at a minimum landscaping easements as may be required by the City of Moberly Zoning Regulation for landscaping and buffering. This plan is not intended to be detailed suitable for construction.
 5. Drainage Study: The subdivider shall submit a drainage study for the proposed site. The content of said drawings is set out in Section 4.05.
- F. Preliminary Plat Action: After the Planning Commission has reviewed the Preliminary Plat, applicable reports submitted, and any additional materials submitted, the Planning Commission shall approve, conditionally approve, or disapprove the Preliminary Plat within sixty (60) days from the Official Submission date. If the Preliminary Plat is approved conditionally or tabled for further consideration, the applicant shall be advised of any required changes and/or additions necessary for approval.
- G. Action by the Planning Commission shall be conveyed to the subdivider in writing within seven (7) working days after the meeting at which the plat was considered. One (1) copy of the Preliminary Plat shall be returned to the developer with the date of approval, conditional approval, or disapproval and the reasons therefore accompanying the plat. The approval of the Preliminary Plat does not constitute an acceptance of the subdivision, but is deemed to be an authorization to proceed with the platting process.
- H. Standards for Approval of a Preliminary Plat: No Preliminary Plat of a proposed subdivision shall be approved by the Planning Commission unless the applicant proves by clear and convincing evidence that:
1. Provisions have been made for adequate public facilities. The water supply system shall be sufficient in terms of quantity, dependability and quality to provide an appropriate supply of water for the type of subdivision proposed and adequate provisions have been made for a public sewage system.

City Of Moberly Subdivision Regulations
Subdivision – Procedures, Specifications & Approval Process

2. All areas of the proposed subdivision that may involve soil or topographic conditions presenting hazards or special precautions have been identified by the subdivider and that the proposed uses of these areas are compatible with such conditions;
3. The proposed subdivision will not result in the scattered subdivision of land that leaves undeveloped parcels of land lacking urban services between developed parcels; and
4. The subdivider has taken every effort to mitigate the impact of the proposed subdivision on the public health, safety and welfare.

The Planning Commission is authorized to disapprove the Preliminary Plat even though the land proposed for subdivision is zoned for the use to which the proposed subdivision will be put and the proposed use is consistent with the Comprehensive Plan.

- I. **Effective Date:** The approval of a Preliminary Plat shall be effective for a period of twelve (12) months from the date that the Preliminary Plat is approved by the Planning Commission. At the end of this period the applicant must have submitted a Final Plat for approval or the Planning Commission must have granted an extension to the validity of the Preliminary Plat at the request of the property owner.