

CITY OF MOBERLY, MISSOURI
FINAL 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 Filed: _____
Public Hearing Date: _____

(A Final Development Plan application does not need to be submitted if the Final Development Plan is submitted in conjunction with a Final Plat application)

APPLICANT INFORMATION:

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

PROPERTY INFORMATION:

Name of Planned Development: _____
Street Address or General Location of Development: _____
Name of Person who prepared the Final Development Plan: _____
Property is Located In (Legal Description) (If additional space is needed, please attach on additional sheet):

Date of Preliminary Development Plan Approval: _____
The Lots or Portion of the approved Preliminary Development Plan that this application applies to: _____

Section 4.04 Final Plat.

- A. Intent. The Final Plat should be in substantial conformance with the Preliminary Plat or Sketch Plat and should reflect a final subdivision layout based upon completed Construction Documents. The Final Plat is the document to be recorded. All construction shall be in accordance with the Final Plat and Construction Documents.

- B. General.
 - 1. Final plat submittal is required for all subdivision classifications.
 - 2. In order to proceed, the applicant shall submit an application for approval of a Final Plat, or twelve (12) months of the approval of a Preliminary Plat. If the Final Plat application is not filed within the 120-day or twelve (12) month period, the applicant must resubmit a Sketch Plat and/or a Preliminary Plat as required for the subdivision classification, unless an extension is granted by staff or the Planning Commission.
 - 3. The Final Plat shall conform substantially to the Sketch Plat or Preliminary Plat as applicable.
 - 4. The Final Plat may constitute only a portion of the Preliminary Plat that the subdivider proposes to record and develop.

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C. Application Procedure and Requirements.

1. Application: Final 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 (*see # 3 below for consistency*).
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. A separate filing fee and deposit shall be required for each Final Plat application. The Final Plat shall not be accepted for filing until the subdivider has paid all applicable filing fees and deposits.
3. 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. (*Required for Preliminary, want for final also*).
4. Submittal Materials: The subdivider shall submit one original on mylar, the required number of folded prints or copies, and an electronic copy of the Final Plat. Electronic copies shall be in a format compatible with the City's designated software. These materials shall be filed with the Community Development Staff according to the adopted City of Moberly Application/Review Schedule. (*See # 1 above for consistency*).

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

1. Scale of plat, 1" = 100' or larger, on 24" x 36" sheets. If more than one sheet is required to cover the entire development, an index map of the same dimensions shall be filed showing the entire development at a smaller scale. The dimensions indicated are standard for all Final Plats and shall be complied with.
2. The proposed name of the subdivision. The name shall not duplicate or too closely resemble the name or names of any existing subdivision(s).
3. Location of the proposed subdivision in relation to section, township, range, county and state; and a legal description of the boundary with acreage of the

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proposed subdivision. The boundary description shall be based on an accurate traverse. The allowable error of closure and positional accuracy of the boundary traverse, or any portion of the final plat, shall be in accordance with the current Minimum Standards for Property Boundary Surveys, 10 CSR 30-2, Missouri Code of State Regulations.

4. The location of existing monuments or bench marks shall be shown and described on the Final Plat. Location of such monuments shall be shown in reference to existing official monuments or the nearest established street lines, including the true angles and distances to such reference points or monuments.
5. The location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet with the length of radii on all curves, and other information necessary to reproduce the plat on the ground.
6. Lots shall be numbered clearly. Blocks shall be numbered or lettered clearly in the center of the block.
7. The exact locations, widths and names of all streets and alleys to be dedicated.
8. Boundary lines and description of the boundary lines of any area other than streets and alleys that are to be dedicated or reserved for public use.
9. All building setback lines with dimensions.
10. The location of any floodplain located within the proposed subdivision and a statement regarding compliance with the City's adopted floodplain regulations.
11. Name, signature and seal of the licensed land surveyor preparing the plat.
12. Scale of the plat (scale to be shown graphically and in feet per plat scale inch), date of preparation and north point.
13. Statement dedicating all easements, streets, alleys, and all other public areas not previously dedicated.
14. Additional information as may be deemed necessary by staff to determine the appropriateness of the proposed subdivision (Minor Subdivisions only).
15. The following certificates, which may be combined where appropriate (see appendix for specific language):
 - a. Certificate of Ownership, Consent and Dedication
 - b. Certificate of Accuracy
 - c. Certificate of Approval of Fire Protection Measures

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- d. Certificate of the Approval of Public Improvements
 - e. Certificate of the Approval of the Final Plat
- E. Supplemental Data: The following additional information shall be submitted with the Final Plat at the time of application:
- 1. Restrictive Covenants: A copy of any restrictive covenants applicable to the subdivision.
 - 2. 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.
 - 3. A certificate showing that all taxes and special assessments due and payable have been paid in full; or if such taxes have been protested as provided by law, monies or other sufficient escrows guaranteeing such payment of taxes in the event the protest is not upheld, may be placed on deposit with such official or governing bodies to meet this requirement.
 - 4. Owner's Acknowledgment: The names and signatures of the owner or owners of the property duly acknowledged and notarized shall appear on the original and copies or prints submitted.
 - 5. Drainage Study: The subdivider shall submit a drainage study or updated drainage study for major subdivision for the proposed site with site specific information and calculations. The content of said drawings is set out in Section 4.05.
 - 6. Construction Documents: The subdivider shall submit a letter from the Community Development Director or Designee that Construction Documents and specifications for all required developer installed improvements have been approved. The content of said drawings is set out in Section 4.06.
- F. Action by the Planning Commission: After the Planning Commission has reviewed the Final Plat, applicable reports submitted, and any additional materials submitted to determine conformance with the subdivision regulations and Preliminary Plat, the Planning Commission shall recommend approval, conditional approval or disapproval of the Final Plat within sixty (60) days from the Official Submission date. If such recommendation is not made within sixty (60) days from the Official Submission date such plat shall be deemed to have been recommended for approval and a certificate of approval shall be issued by the secretary of the Planning Commission upon demand.

If the Planning Commission finds that the plat does not conform to the requirements of the subdivision regulations or the Preliminary Plat and is recommend for conditional approval or tabled for further consideration, the applicant shall be advised of any required

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changes and/or additions. The Community Development Director shall notify the owner or owners of such fact in writing within five (5) working days of the meeting in which the plat was considered. If the Planning Commission recommends disapproval of a final plat the grounds for disapproval shall be made a matter of record.

- G. Action by the Governing Body: Following action by the Planning Commission the Governing Body shall review the final plat, Planning Commission recommendation, applicable reports submitted, and any additional materials submitted to determine conformance with the subdivision regulations and Preliminary Plat. The Governing Body shall either approve or approve conditionally by ordinance, or disapprove the final plat and accept or reject the dedication of land for public purposes within thirty (30) days and after the first (1st) meeting of the Governing Body after the final plat was submitted to the Community Development Department from the Planning Commission. The Governing Body may defer action for an additional thirty (30) days for the purpose of allowing for modifications to comply with the requirements established by the Governing Body. No additional filing fee shall be assessed during that period. If the Governing Body tables or disapproves the plat, the subdivider shall be notified of the reasons for such action. If the Governing Body defers or rejects any dedication on the final plat, the subdivider shall be notified of the reasons for such action.
- H. Standards for Approval of a Final Plat: The Final Plat of a proposed subdivision shall be approved by the Governing Body if the applicant proves by clear and convincing evidence that:
1. The plat meets the requirements of these regulations;
 2. The construction documents have been approved by the Community Development Director or Designee; and
 3. The plat is in substantial compliance with the approved Preliminary Plat (Major Subdivisions) or Sketch Plat (Minor Subdivision). The Final Plat shall be deemed to be in substantial compliance with the approved Preliminary Plat provided any modification to the plat does not:
 - a. Vary the proposed gross residential density or intensity of use by more than ten percent (10%) or involve a substantial reduction in the area set aside for common open space, nor the substantial relocation of such area, nor;
 - b. Substantially change the design of plat so as to significantly alter, as determined by the Governing Body:
 - (1) Pedestrian or vehicular traffic flow.
 - (2) The arrangement of the site.
 - (3) The relation of open space to residential development.
 - (4) The proposed phasing of construction.

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- I. Recoding of the Final Plat. No plat shall be recorded or filed with the Office of the Randolph County Recorded of Deeds until such plat has been approved by the Governing Body; all dedications of rights-of-way, easements and other property have been accepted by the Governing Body; and all necessary improvements have been completed or the design and financing of all improvements has been agreed to by both the subdivider and the Governing Body. The financing responsibility for the cost of recording the plat with the Office of the Randolph County Recorded of Deeds shall be borne solely by the subdivider. This includes one (1) copy of an original Mylar for City records and two (2) copies of the final plat bearing original signatures and seals to be returned to the City upon recording.

Section 4.05 Stormwater Drainage Study

A. General.

1. A Stormwater Drainage Study shall be submitted for all Major Subdivisions at the time of Preliminary Plat application.

B. Submittal Procedure and Requirements.

1. Submittal: The Drainage Study is to be submitted with the Preliminary Plat application as specified in Section 4.03.E.4.
2. Submittal Materials: The subdivider shall submit copies of the Drainage Study in accordance with the City's Application and Review Schedule. These documents shall be submitted at the time of Preliminary Plat application.

C. Drainage Study Contents.

1. Existing Conditions: The existing conditions of the site must be evaluated to determine the impact of on and off-site drainage. As such, the following information shall be provided. Additional information may be required by the Community Development Director or Designee as deemed necessary to provide an accurate assessment of existing conditions.
 - a. Area of the proposed subdivision.
 - b. Area of pervious and impervious surfaces within the proposed subdivision.
 - c. Hydrologic soil types within the proposed subdivision.
 - d. Map of the proposed subdivision indicating existing drainage areas.
 - e. Map of the surrounding area indicating drainage areas contributing run-off to the proposed subdivision, with time of concentration, and run-off coefficient or SCS curve numbers and calculations for each area.

- f. 10- and 100-year flow from each on-site drainage area, across the proposed subdivision from off-site areas, and to each discharge point in the proposed subdivision.
 - g. Nature and size of any downstream conveyance system.
 - h. The identification and explanation of any downstream restrictions or limitations.
 - i. Any assumptions used in the examination of existing conditions.
2. Proposed Conditions: The proposed condition of the site must be evaluated to determine the extent and capacity of on-site storm sewer systems. As such, the following information shall be provided. Additional information may be required by the Community Development Director or Designee as deemed necessary.
- a. Approximated area of the pervious and impervious surfaces within the proposed subdivision upon build out.
 - b. Hydrologic soil types within the proposed subdivision.
 - c. Map of the proposed subdivision indicating proposed drainage areas.
 - d. Map of the surrounding area indicating drainage areas contributing run-off to the proposed subdivision, with time of concentration, and run-off coefficient or SCS curve numbers and calculations for each area.
 - e. 10- and 100-year flow from each on-site drainage area, across the proposed subdivision from off-site areas, and to each discharge point in the proposed subdivision.
 - f. The size, material, slope and capacity of the proposed storm sewer or other stormwater management system proposed.
 - g. Location, area, depth and volume of any proposed detention area, and a drawing of such, including the discharge structure (required only if proposed).
 - h. Inflow, outflow and elevation curves for the proposed detention area.
 - i. The ability of the existing elements to convey proposed flows.
 - j. The identification and explanation of any additional improvements proposed.
 - k. Any assumptions used in the examination of existing conditions.

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1. The comparison of the existing and proposed flows from the site.

3. Best Management Practices (BMP) for run-off control: The proposed stormwater management system shall follow BMP requirements of the City of Moberly, including stream buffer standards, such as a grass/pasture filter strips where overland flow from impervious areas affect streams. The designer should compute the maximum runoff velocity for both the six-month and two-year storms from each overland flow path, based on the slope, soil and vegetative cover. If the calculations indicate that velocities will be erosive under either condition (greater than three feet per second (fps) for a six-month storm, five fps for a two-year storm), the allowable length of contributing flow should be reduced.

When the buffer receives flow directly from an impervious area, the designer should include curb cuts or spacers so that runoff can spread evenly over the filter strip. The stream buffer will be accepted as a storm water filtering system only if basic maintenance is assured, such as routine mowing of the grass filter and annual removal of accumulated sediments at the edge of the impervious areas and the grass filter. An enforceable maintenance agreement that allows for public maintenance inspection shall be submitted for consideration by the City.

Section 4.06 Construction Documents

A. General.

1. Construction Documents must be submitted for all required improvements.
2. Upon the approval of the Preliminary Plat, the subdivider shall have prepared by a licensed professional engineer, Construction Documents for the required improvements.

B. Application Procedure and Requirements.

1. Application: Construction Documents are to be submitted with any Final Plat application as specified in Section 4.04.E.7.
2. Submittal Materials: The subdivider shall submit copies of the construction drawings in accordance with the City's Application and Review Schedule. These documents shall be submitted at the time of Final Plat application.

C. Construction Documents Contents.

1. Plans, profiles, details, specifications and cost estimates for roadway and sidewalk construction, including plans and profiles for each street with a typical cross section of the roadway. The profiles of grade lines shall be shown to a scale of 1" = 50' horizontal, and 1" = 5' vertical. The Community Development Director or

Designee may require a larger format as necessary to show adequate detail. This information shall be shown on standard plan and profile sheets unless otherwise required. Where steep slopes exist, cross-sections of all proposed streets at one-hundred-foot stations may be required as follows: On a line at right angles to the center line of the street, and said elevation points shall be at the center line of the street, each property line and points twenty-five (25) feet inside each property line.

2. Plans, profiles, details, specifications and cost estimates of proposed storm drainage improvements.
 3. Plans, profiles, details, specifications and cost estimates of proposed water distribution systems and proposed water supply facilities and hydrants, if any.
 4. Plans, profiles, details, specifications and cost estimates of sewage systems and of any required sewage treatment facilities.
 5. Grading plans for all lots and other sites in the subdivision.
 6. Erosion control plan for the subdivision.
 7. Copies of all State and Federal permits required to begin construction.
 8. When unusual site conditions exist, staff may require such additional plans, specifications and drawings as may be necessary for an adequate review of the improvements to be installed.
 9. All plans shall be based on U.S.G.S. datum for vertical control.
- D. Review of Plans: The Community Development Director or Designee shall review all Construction Documents in order to determine that they comply with City design standards. The Community Development Director or Designee shall notify the subdivider and the planning staff, in the event that the drawings do not so conform or comply, and shall specify the specific manner in which such drawings do not so comply. The subdivider shall then correct any defective drawings and resubmit the corrected drawings.
- E. Approval by the Governing Body: The Governing Body shall approve a Final Plat only after consideration of the Community Development Director's or Designee's opinion that the drawings are consistent with the approved Sketch Plat and/or Preliminary Plat and comply with their design standards.