



**City of Sunset Hills - Planning & Zoning Department**

**Lot Split Submittal Checklist**

The items in the checklist below must be submitted prior to the submittal deadline for Planning & Zoning consideration. Missing items by the submission deadline will delay the process until the following month.

Development Name: \_\_\_\_\_ Date: \_\_\_\_\_

Development Address(s): \_\_\_\_\_

Area of Tract: \_\_\_\_\_ Number of Proposed Buildings: \_\_\_\_\_

Current Zone: \_\_\_\_\_ Proposed Zone: \_\_\_\_\_

Developer Name: \_\_\_\_\_ Engineering Firm: \_\_\_\_\_

Attention: \_\_\_\_\_ Attention: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Interest of Applicant: ( ) Owner ( ) Contract Purchaser ( ) Other \_\_\_\_\_

Petitioner Input		Staff Notes
Item	Included ( X )	
Two (2) drawings of a certified survey, prepared by a land surveyor registered in the State of Missouri on paper not less than eight and one-half inches (8.5”) by eleven inches (11”) in size		
Survey includes a legal description of both the original lot and each of the proposed lots. This must be surveyed and performed by a registered surveyor		
Survey includes a north arrow and graphic scale		
Survey includes the location of proposed and existing streets and adjoining property		
Survey includes the location of all existing buildings		
Survey includes, within their boundaries of approval, improvements in Missouri American Water Company and the Metropolitan St. Louis Sewer District shall be shown on the tract drawings		
Survey includes the name, address, and telephone number of the owner of record and a copy of the deed of record		
Filing fee as set forth in the City’s fee schedule		
Certificate from the office of the St. Louis County collector of revenue showing that there are no delinquent taxes outstanding		
Verification of fire hydrants and adequacy of water supply from applicable fire protection district		

Applicant concurrence

This information is correct and accurate:

Printed

Signed

Date



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(314) 849-3400 – (314) 849-8720  
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Petitioner Input		Staff Notes
Item	Included ( X )	
Verification of proper placement of survey monuments from the City Engineer, or an escrow agreement or land subdivision bond to guarantee installation of survey monuments in accord with subsection 5.1.3 of this ordinance		

Applicant concurrence

This information is correct and accurate:

Printed

Signed

Date