



City of Sunset Hills - Planning & Zoning Department

Preliminary Plat 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)	
Scale is in an increment of ten feet (10')		
The location of the tracts in relation to the surrounding area		
The approximate location of all existing structures within the tract proposed to be retained and wooded areas within the tract or within two hundred feet (200') of the tract.		
The names of the owners of all the property adjoining the tract as disclosed by the most recent assessor's record.		
All existing streets, roads, wet and dry weather watercourses, and other significant physical features within the tract and within five hundred feet (500') of the tract.		
Approximate location of proposed streets and property lines.		
Direction of and approximate distance to nearest elementary and high school.		
A sketch of proposed site plan.		
A north arrow and graphic scale.		
Direction of and approximate distance to nearest existing major street intersections.		
Approximate location of any historical building within the boundaries of the tract.		
Intended method for processing sanitary waste.		

Applicant concurrence

This information is correct and accurate:

Printed

Signed

Date



Petitioner Input		Staff Notes
Item	Included (X)	
The name proposed for the tract or such part of the tract as is proposed to be subdivided, which shall be original and not a duplication of the name of any previously recorded subdivision or development in St. Louis County. The developer shall include a certification from the Recorder of Deeds office of St. Louis County to this effect		
Name and address of the record owner or owners of the tract		
Name and address of the party who prepared the plat		
Name and address of the party for whom the plat was prepared		
Name and address of the engineer and land surveyor who will design improvements for and survey the tract or such part of the tract as is proposed to be subdivided		
The approximate area of the tract stated in 0.1 of an acre		
Sufficient existing and proposed contour data to indicate the slope and drainage of the tract and the high and low points of the tract. Contour data shall extend one hundred fifty feet (150') beyond the limits of the subdivision boundaries. U.S.G.S. data is required		
The location of existing and proposed lines, water courses, sink holes, areas within the tract subject to inundation by stormwater, railroads, bridges, culverts, storm sewers, sanitary sewers, easements of record, existing buildings including use or other identified improvements that are to remain, and significant natural features such as wooded areas and rock formations		
The location of existing and proposed streets including additional right-of-way along existing streets as required in Section 5.1		
The results of any tests made to ascertain subsurface rock and soil conditions and the water table		
The zoning district, including delineation of flood plain, if any, and the Township, Range, Section, and U.S. Survey, school district, fire district, water company, and other special districts in which the tract is located		
Any proposed alteration, adjustment, or change in the elevation or topography of any area shown on the Federal Emergency Management Agency's (F.E.M.A.) flood boundary and floodway maps		
Approximate area in square feet of minimum and maximum size lots, if less than one (1) acre in area, and in acres and tenths of acres if one (1) acre or more in area, into which the tract is proposed to be subdivided		
Indicate approximate location of existing and proposed sidewalks and pedestrian walkways		
Indicate proposed building lines and setback requirements		



Petitioner Input		Staff Notes
Item	Included (X)	
Proposed type of treatment or method of sewage disposal to include name of trunk line, lateral or qualified sewage treatment system, where applicable		
A certification by registered land surveyor or engineer who prepared the plat that the plat is a correct representation of all existing and proposed land divisions		
Fire district comments must be received prior to preliminary plat approval for developments that have a single ingress and egress, and where variances are requested for pavement width reduction, maximum cul-de-sac length and number of units or lots served on a cul-de-sac		

Applicant concurrence

This information is correct and accurate:

Printed

Signed

Date