

## PRELIMINARY PLAT INFORMATION SHEET

**Plat submittal and background information:** Preliminary plats are normally required for any division of ground that results in a new parcel being created of less than ten (10) acres. The Plat requirements for two lots or a hundred lot subdivision are the same. To initiate the review process, submit four paper copies of the plat plus the review fees to the Department of Planning. The following are issues pertinent to the review process.

### Issues:

- The Plat should include the current deed book and page of all site owners, owners abutting the site, key map and locator number, the location of existing and proposed structures (all historic structures should be specifically identified) and easements.
- The Plat should include the party for whom the plat was prepared.
- The Plat should include a north arrow and engineer's scale. The engineer and/or surveyor must certify, seal and sign the plat. If required, the plat should include a geotechnical certification along with the geotechnical engineer's seal and signature.
- Road improvements are frequently required when land is subdivided. In order to properly evaluate the right-of-way improvements required, the plat should show and dimension all existing and proposed road (private and public) pavement and right-of way immediately adjacent to the site, abutting the site and on opposite side of the street. The plan should show driveways, alleyways and sidewalks, and all easements (including the deed book and page) adjacent to the site or servicing the site. Site distance information, where applicable, and existing and/or proposed cross access easements on the site and abutting site should be shown on the Plat.
- The Plat should include the total area of the tract, stated in tenths (0.1) of an acre, all special procedures on the site, and the zoning districts should be referenced. The Plat should include density calculations for the tract (gross area minus area of streets and flood plain area.). The Plat should reference the minimum and maximum lot size, and should include a typical lot, including side, rear and front yard setbacks.
- The Plat should show the location of existing and proposed storm sewers, bridges, culverts, sinkholes, springs, detention basins within site and abutting site, and the location of sanitary sewer and water lines.
- Existing and proposed contours based upon U.S.G.S. datum should be shown on the site and extending 100 feet beyond site, if required. The Plat should also include existing and proposed 100 yr. flood plain elevations where applicable.
- List the following on the plan; County Council District, Zoning Districts, School District, Fire District, Water District, gas, electric, and Sewer District. (Required for all Plats).
- Fees are always required when the plat is submitted.

**When applicable the following notes may be needed on the Plat:**

- All proposed improvements will conform to related St. Louis County Capital Improvement Project No. \_\_\_\_\_
- Street lights, street signs and sidewalk shall be installed in accordance with Subdivision Ordinance and ADA standards.
- M.S.D. P.# \_\_\_\_\_.
- All proposed right-of-way improvements shall be constructed to St. Louis County Standards.
- All grading and drainage to be in conformance with St. Louis County and MSD Standards.
- No slopes shall exceed 3 (horizontal) to 1 (vertical), unless justified by geotechnical report that has been reviewed and approved by St. Louis County.
- Each stub street shall have a sign posted by developer advising:  
"This street to be extended as part of future development"
- All driveways intersecting County arterials and classified roadways shall have on-site turnaround capability.
- Storm water shall be discharged at an adequate natural discharge point. Sinkholes are not adequate discharge points.
- Existing ponds to be eliminated shall be dewatered at a reasonable rate as to not adversely affect downstream properties.
- Required roadway improvements must be completed prior to issuance of building permits in excess of 60% for subdivisions or prior to occupancy for single lot developments.
- Present zoning \_\_\_\_\_; Proposed use \_\_\_\_\_.
- Improve  (street name)  to one-half of a  (width)  right-of-way and a  (width)  pavement or minimum  (width)  pavement.
- Prior to Special Use Permit issuance by St. Louis County Department of Transportation and Public Works, a special cash escrow or a special escrow supported by cash or an Irrevocable Letter of Credit must be established with St. Louis County Department of Transportation and Public Works to guarantee completion of the required roadway improvements.
- Steep grade verification will be required prior to construction plan approval.

**The following documents may be required when the Plat is submitted.**

- Photos and identified-photo directions and locations key in compliance with Sec. 30.00-2 of the Department of Transportation Design Criteria Book, as required.
- Subdivision name certification. (Always required when a new name is used)
- Verification of sight distance at all access points along public and private streets, as required.
- MoDOT concept approval, as required.
- MSD concept approval, as required.
- Levee District concept approval, as required.
- Municipal concept approval, as required.
- Flood Plain Study reflecting proposed 100-year flood elevation and existing 100-year flood plain limits, as required.
- Geotechnical Report signed and sealed by a professional engineer, as required.
- Street Stub Report, as required.
- Traffic Impact Study including traffic signal warrants, as required.