

# STONE COUNTY PRELIMINARY PLAT CHECKLIST

Note: Applications need to be in the office by 2 p.m. on the cutoff day.

## JOY WILSON, DIRECTOR

Return form to:  
Planning & Zoning Administrator  
PO Box 301, Galena, MO 65656  
Phone: (417) 357-8402

Subdivision No: SUB- \_\_\_\_\_  
Filing fee: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Subdivider: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of person who prepared the plat: \_\_\_\_\_

Location of property by streets: \_\_\_\_\_  
\_\_\_\_\_

Present Zoning of Property: \_\_\_\_\_

Present Uses of Property: \_\_\_\_\_

No. of Acres in Total Tract: \_\_\_\_\_ No. Lots: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Real Estate Tax #: \_\_\_\_\_

### Instructions:

The following is to be completed by the Planning and Zoning Administrator and shall accompany the Preliminary Plat when it is submitted to the Planning and Zoning Board. If the answer to any of the questions is "No", a written explanation must accompany this checklist.

Does the Preliminary Plat show the following information?

A. Name of the subdivision Yes / No

B.	Location of boundary lines and reference to section or quarter-section lines	Yes / No
C.	Legal description, complete with Section, Township, Range, principal meridian, county	Yes / No
D.	Name and address of owner(s)	Yes / No
E.	Name and address of subdivider(s)	Yes / No
F.	Name of planner, engineer, landscape architect, or surveyor who prepared the Preliminary Plat	Yes / No
G.	Scale of Plat, 1" = 100' or larger, and north arrow	Yes / No
H.	Date of preparation, north arrow and graphic scale.	Yes / No
I.	Current Zoning classification and proposed use of the area being platted	Yes / No
J.	Location, width and name of platted streets or other public ways, railroad rights-of-way, utility easements, parks and other public open spaces and permanent buildings within or adjacent to the proposed subdivision	Yes / No
K.	Location of existing sewers, water mains, gas mains, culverts or other underground installations within or adjacent to the proposed subdivision with pipe size, manholes, grades, and location	Yes / No
L.	Names of adjacent subdivisions together with arrangement of streets and lots and owners of adjacent parcels or un-subdivided land.	Yes / No
M.	Topography at contour intervals of not more than two feet referred to USGS or County datum and location of water courses, bridges, wooded areas, lakes, ravines and other significant physical features.	Yes / No

N.	Arrangement of lots and their approximate sizes	Yes / No
O.	Location and width of proposed streets, alleys, pedestrian ways, and easements	Yes / No
P.	General plan of sewage disposal, water supply and utilities if public	Yes / No
Q.	Location and size of proposed parks, playgrounds, churches, school sites, or other special uses of land to be considered for reservation for public use	Yes / No
R.	Relationship to adjacent un-subdivided land	Yes / No
S.	Approximate gradient of streets	Yes / No
T.	Gross acreage of the subdivision; acreage dedicated to streets and other public uses; total number of buildable lots, maximum, minimum and average lot sizes	Yes / No
X.	Does the proposed subdivision design conform to the Comprehensive Plan?	Yes / No
XI.	Will the proposed subdivision make the development of adjacent property more difficult?	Yes / No
XII.	Are lots sized appropriately for the zoning district?	Yes / No
XIII.	Are all lots free from floodplain encroachment?	Yes / No
XIV.	Are drainage ways and other drainage facilities sufficient to prevent flooding both on-site and off-site?	Yes / No
XV.	Are all lots buildable with respect to topography, drainage ways, bedrock, and soil conditions?	Yes / No
XVI.	Do proposed street grades and alignment meet all requirements?	Yes / No

XVII. Is the proposed subdivision inside the County limits? Yes / No

XVIII. Were 10 copies of the Preliminary Plat submitted? Yes / No

XIX. Was the Preliminary Plat fee of \$\_\_\_\_\_ paid? Yes / No

Preliminary Plats that do not meet subdivision regulations will not be processed to the Planning and Zoning Board until corrected.

# STONE COUNTY FINAL PLAT CHECKLIST

**JOY WILSON, DIRECTOR**

Return form to:  
Planning & Zoning Administrator  
PO Box 301, Galena, MO 65656  
Phone: (417) 357-8402

Subdivision No: SUB- \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Subdivider: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of person who prepared the plat: \_\_\_\_\_

Location of property by streets: \_\_\_\_\_  
\_\_\_\_\_

Present Zoning of Property: \_\_\_\_\_

Present Uses of Property: \_\_\_\_\_

No. of Acres in Total Tract: \_\_\_\_\_ No. Lots: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Real Estate Tax #: \_\_\_\_\_

**Instructions:**

The following is to be completed by the Planning and Zoning Administrator and shall accompany the Final Plat when it is submitted to the Planning and Zoning Board. If the answer to any of the questions is "No", a written explanation must accompany this checklist.

Does the Preliminary Plat show the following information?

A. Name of the subdivision Yes / No

- |    |   |          |
|----|---|----------|
| B. | Location of section, township, range, county and state, including the descriptive boundaries of the subdivision based on an accurate traverse, giving angular and linear dimensions which must be mathematically correct.   | Yes / No |
| C. | Location of monuments or benchmarks. 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   | Yes / No |
| D. | The location of lots, blocks, 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. Dimensions shall be shown from all curbs to lot lines. | Yes / No |
| E. | Lots numbered clearly. Blocks numbered or lettered clearly in the center of the block.  | Yes / No |
| F. | Exact locations, widths and names of all streets and alleys to be dedicated.  | Yes / No |
| G. | Boundary lines and descriptions of the boundary lines of any area other than streets and alleys, which are to be dedicated or reserved for public use.  | Yes / No |
| H. | Minimum area and associated minimum elevation for the building on each lot planned as a building site when requested by the Planning Board  | Yes / No |
| I. | Building setback lines on the front and side streets with dimensions.   | Yes / No |
| J. | Name and address of the registered land surveyor preparing the plat.  | Yes / No |
| K. | Scale of plat, 1"=100' or larger, date of preparation and north point.  | Yes / No |
| L. | Statement dedicating all easements, streets, alleys, and all other areas not previously dedicated.  | Yes / No |

XI. Was the original on mylar, tracing cloth, or similar material, and were 10 copies submitted? Yes / No

XII. Have all acknowledgments been signed?

A. Owner(s) and all mortgager. Yes / No

B. Dedications or reservations. Yes / No

C. Engineer, surveyor or person preparing plat. Yes / No

D. Planning and Zoning Administrator and County Collector. Yes / No

XII. Title Opinion:

A. Submitted (Date):\_\_\_\_\_ Yes / No

B. Have all the owners and mortgager signed the plat? Yes / No

XIII. Has certification been submitted stating that all taxes and special assessments due and payable have been paid? Yes / No

XIV. Deed restrictions:

A. Are there deed restrictions planned for the subdivision? Yes / No

B. If so, has a copy been submitted? Yes / No

XV. How has installation of the following improvement been guaranteed?

	<u>Construction</u>	<u>Bond</u>	<u>Petition(%)</u>
Streets	_____	_____	_____
Water	_____	_____	_____
Sewer	_____	_____	_____
Sidewalks	_____	_____	_____
Other, as required	_____	_____	_____
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

XVI. Are additional comments attached?

Yes / No

## **ARTICLE 11 PLAT APPROVAL**

### **PLAT APPROVAL PROCESS**

Any subdivision of land within the jurisdiction of Stone County must, with certain exceptions, follow the procedures outlined below. The simple division of one lot into two lots may qualify for a Lot Split, explained in the subdivision regulations.

The applicant shall first meet with the Planning and Zoning Director to receive an explanation of the subdivision procedure and its requirements, information on the current zoning, and an application form.

The application form shall be completely filled out and returned to the Office of the Planning and Zoning Director with the appropriate filing fee and any required supplemental information. As a part of the application, 27 copies of a preliminary plat conforming to the requirements of the subdivision regulations and a vicinity map showing the location of the proposed subdivision shall be submitted. An application shall not be processed until it has been fully completed, the appropriate fee paid, and all requested information submitted.

The Planning and Zoning Board, based on the standards set out in the subdivision regulations, may approve, approve conditionally, or disapprove the preliminary plat within 60 days of receiving the plat at a regularly scheduled meeting.

The subdivider shall submit the final plat application form, along with the appropriate fee and any required supplemental information. Included as part of the application shall be the original and 10 copies of the final plat prepared in accordance with the subdivision regulations.

The Planning and Zoning Board shall review the final plat, and, based on the approved preliminary plat and the standards set out in the subdivision regulations, approve or deny the final plat.

The Governing Body shall review the final plat for consideration for any dedication from the subdivider of street rights-of-way, drainage easements, park lands, or other property to be used for public purposes and shall approve or deny the plat.