



*City of Pleasant Hope*  
*304 E Miller Street*  
*417-267-2112*

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## Land Development Checklists Packet

Land Development Checklists and Agreement to Reimburse City for Engineering Expenses  
Ordinance 271, 03/19/2012.

1. Subdivision Processing Overview Checklist
2. Sketch Plan Checklist
3. Application for Subdivision
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## Subdivision Processing Overview Checklist

Name of Project: \_\_\_\_\_

|                             | Date<br>Rec'd by<br>City Clerk | Date<br>Approved by<br>City Attorney/<br>Engineer | Date<br>Approved by<br>Board of<br>Aldermen |
|-----------------------------|--------------------------------|---|---|
| Sketch Plan                 | _____                          | _____   | _____                                       |
| Preliminary Plat (5 copies) | _____                          | _____   | _____                                       |
| Engineering Report          | _____                          | _____   | _____                                       |
| Construction Drawing        | _____                          | _____   | _____                                       |
| MO-DNR Construction Permit  | _____                          |   |   |
| Final Plat                  | _____                          |   |   |
| 3-plats                     |                                |   |   |
| 5-prints                    |                                |   |   |
| Performance Bond (Security) | _____                          |   |   |

Bill / Ordinance Number Assigned by the City for the project \_\_\_\_\_

### Sketch Plan:

The Board of Alderman will approve, recommend changes, or disapprove the sketch plan within 30 working days after the meeting at which the sketch plan is considered.

### Preliminary Plat:

The Board of Alderman will approve, recommend changes, or disapprove the preliminary plat plan within 60 working days after the meeting at which the sketch plan is considered.

### Final Plat:

The Board of Alderman will approve, recommend changes, or disapprove the final plat within 60 working days after the meeting at which the sketch plan is considered. The final plat is null and void if not filed with the county recorder within 60 days of the Board of Alderman approval and certification by the City Clerk.

## Sketch Plan Checklist

Name of Project: \_\_\_\_\_

| YES | NO  |  |
|-----|-----|--|
| ___ | ___ | 5-copies of the sketch plan submitted no less than 15 working days prior to scheduled meeting of the City Council. |
| ___ | ___ | Horizontal scale of sketch plan 1" = 100 feet or less  |
| ___ | ___ | The Sketch Plan Contains:  |
|     |     | ___ Name and address of the owner/developer  |
|     |     | ___ Name of the subdivision  |
|     |     | ___ Location of the subdivision by section, township and range   |
|     |     | ___ Tract boundary and principle features within 1,000 feet.   |
|     |     | ___ North arrow and scale, graphic scale   |
|     |     | ___ Total acreage of proposed subdivision  |
|     |     | ___ Existing streets adjacent to tract, including widths of right-of-ways, names, etc.                             |
|     |     | ___ Tentative street and lot arrangement   |
|     |     | ___ Current zoning classification of tract   |
|     |     | ___ Topographic lines (contour intervals 5'), USGS datum   |
|     |     | ___ Proposed sewer disposal facilities   |
|     |     | ___ Proposed water supply  |
|     |     | ___ Existing utilities, water (size, valves, hydrants)   |
|     |     | ___ Existing drainage ways, ditches, etc., and proposed modification to drainage ways                              |
|     |     | ___ Unique topographic and physical features   |
|     |     | ___ Describe anticipated storm water needs in general terms, and solutions.  |

## Application for Subdivision

Name of Project: \_\_\_\_\_

**YES**

**NO**

- \_\_\_\_ Application filed with the City Clerk
- \_\_\_\_ 5-copies of plat filed with application no less than 15-working days prior to the scheduled meeting.
- \_\_\_\_ Certification of title enclosed with application showing ownership of all lands dedicated to the public free and unencumbered.

To be completed by Owner's consulting engineer/surveyor:

**YES**

**NO**

- \_\_\_\_ Vicinity map at a scale of 1" = 100' or less, showing:
- \_\_\_\_ Adjoining subdivisions parcels of land, street and tract lines and owner of record.
- \_\_\_\_ Highways, street and alleys within 500' or less
- \_\_\_\_ Section, range and township
- \_\_\_\_ Any corporate or adhoc district lines such as school district or fire district
- \_\_\_\_ Horizontal scale of preliminary plat 1" = 100' or less
- \_\_\_\_ All Features shown on preliminary plat
- \_\_\_\_ Name of subdivision (no County or City Duplications)
- \_\_\_\_ Legal description of property
- \_\_\_\_ Owners of record/Developer
- \_\_\_\_ Engineer's /Surveyor's address, phone and registration seal
- \_\_\_\_ Names of adjacent subdivisions and owners of the land
- \_\_\_\_ Boundary lines of subdivisions
- \_\_\_\_ Location of features of existing right-of-ways, permanent buildings, large trees, water courses, railroad lines, utility lines; all within 500'
- \_\_\_\_ Topography – 1' contour interval; USGS datum
- \_\_\_\_ Layout, names, widths of proposed streets, alleys, and easements (28' wide paved), 50' row minimum
- \_\_\_\_ Location and sizes of detention basins, culverts and other drainage structures.
- \_\_\_\_ Layout and dimensions of lots and bearings
- \_\_\_\_ Square footage of each lot
- \_\_\_\_ Zoning boundary lines
- \_\_\_\_ Proposed front yard set-back lines (25' minimum)
- \_\_\_\_ North arrow, scale, date titled; base on solar observation
- \_\_\_\_ Total number of acres in subdivision
- \_\_\_\_ 3-copies of Engineering Preliminary Report addressing all project elements, streets, utilities, etc.

## Preliminary Plat Certificate of Compliance

Name of Project: \_\_\_\_\_

I have reviewed and completed the developer's section of the Preliminary Plat Checklist to the best of my knowledge.

\_\_\_\_\_  
Name of Company (if applicable)

\_\_\_\_\_  
Printed Name of Owner/Developer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date

I have reviewed and completed the engineering section of the Preliminary Plat Checklist to the best of my knowledge. I have also incorporated all of the requirements of this list in the Preliminary Plat.

\_\_\_\_\_  
Printed Name of the Developer's Engineering Firm

\_\_\_\_\_  
Printed Name of the Developer's Consulting Engineer

\_\_\_\_\_  
Date

As duly quailed and acting City Clerk for the City of Pleasant Hope Missouri, I do hereby certify that I have received and accepted five(5) copies of the Preliminary Plat for the above mentioned project.

\_\_\_\_\_  
Printed Name of City Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of City Clerk

(seal)

## Preliminary Plat Checklist

Name of Project: \_\_\_\_\_

- | YES | NO   |
|-----|--|
| ___ | ___ Application filed with the City Clerk  |
| ___ | ___ 5-copies of plat filed with application no less than 15-working days prior to the scheduled meeting.                           |
| ___ | ___ Certification of title enclosed with application showing ownership of all lands dedicated to the public free and unencumbered. |

To be completed by Owner's consulting engineer/surveyor:

- | YES | NO  |
|-----|---|
| ___ | ___ Vicinity map at a scale of 1" = 100' or less, showing: <ul style="list-style-type: none"> <li>___ Adjoining subdivisions parcels of land, street and tract lines and owner of record.</li> <li>___ Highways, street and alleys within 500' or less</li> <li>___ Section, range and township</li> <li>___ Any corporate or adhoc district lines such as school district or fire district</li> </ul>  |
| ___ | ___ Horizontal scale of preliminary plat 1" = 100' or less  |
| ___ | ___ All Features shown on preliminary plat <ul style="list-style-type: none"> <li>___ Name of subdivision (no County or City Duplications)</li> <li>___ Legal description of property</li> <li>___ Owners of record/Developer</li> <li>___ Engineer's /Surveyor's address, phone and registration seal</li> <li>___ Names of adjacent subdivisions and owners of the land</li> <li>___ Boundary lines of subdivisions</li> <li>___ Location of features of existing right-of-ways, permanent buildings, large trees, water courses, railroad lines, utility lines; all within 500'</li> <li>___ Topography – 1' contour interval; USGS datum</li> <li>___ Layout, names, widths of proposed streets, alleys, and easements (28' wide paved), 50' row minimum</li> <li>___ Location and sizes of detention basins, culverts and other drainage structures.</li> <li>___ Layout and dimensions of lots and bearings</li> <li>___ Square footage of each lot</li> <li>___ Zoning boundary lines</li> <li>___ Proposed front yard set-back lines (25' minimum)</li> <li>___ North arrow, scale, date titled; base on solar observation</li> <li>___ Total number of acres in subdivision</li> </ul> |
| ___ | ___ 3-copies of Engineering Preliminary Report addressing all project elements, streets, utilities, etc.  |

## Engineering Report Checklist

Name of Project: \_\_\_\_\_

To be completed by the Owner's Engineer:

**YES      NO**

- \_\_\_      \_\_\_ 3-copies of report filed with the Preliminary Plat
- \_\_\_      \_\_\_ Report signed and sealed by Engineer
- \_\_\_      \_\_\_ Storm Water Drainage checklist:
  - \_\_\_ Drainage basin map showing site boundary, on-site drainage areas, including estimated peak flow.
  - \_\_\_ Schematic layout of the proposed storm water drainage system, sediment and erosion control.
  - \_\_\_ Sufficient information to demonstrate that proposed drainage elements can contain runoff from a 100-year storm.
  - \_\_\_ Location and size of existing drainage structures or constriction's located within 500' downstream of site, if applicable.
  - \_\_\_ Location of proposed detention facilities, discharge points and storage volume computations.
- \_\_\_      \_\_\_ Traffic Analysis and Street Capacity (Brief)
  - \_\_\_ Description of types of traffic expected and effects on existing roads
  - \_\_\_ Traffic counts (estimated) for each outlet from the proposed subdivision in vehicles per day
  - \_\_\_ Proposed streets by name and classification. Include proposed right-of-ways and design specifications (4" deep, 28' wide minimums) –asphalt, 50' row.
- \_\_\_      \_\_\_ General Information
  - \_\_\_ Area of development dedicated to open space – 5%
  - \_\_\_ Area of smallest lot and area of largest lot
  - \_\_\_ Schematic diagram showing significant natural features such as stands of tree, sinkholes, wetlands, rock outcroppings
  - \_\_\_ All utilities to be addressed, (water, sewer, electric, natural gas, telephone, cable TV, Etc.)
  - \_\_\_ MO-DNR Construction Permit applicants for water, sewer and storm water.

## Final Plat Checklist

Name of Project: \_\_\_\_\_

YES

NO

- |                                  |                                  |   |
|----------------------------------|----------------------------------|---|
| <p>___</p> <p>___</p> <p>___</p> | <p>___</p> <p>___</p> <p>___</p> | <p>Application filed with City Clerk 15-days prior to a scheduled City Council Meeting.</p> <p>5-copies of final plat filed with application</p> <p>All Features shown on Final Plat</p> <p>___ Name of subdivision (no County or City duplications)</p> <p>___ Legal description of property (section, township, range, county, state)</p> <p>___ Subdivision boundary lines with lengths in hundredths of a foot and bearings in 10-seconds or less, (error&lt; 1:20,000)</p> <p>___ Location and width of recorded streets adjoining or paralleling the boundaries</p> <p>___ True bearings and distances, (solar observation)</p> <p>___ Permanent Monument location and material (2-minimum) complying with the latest Missouri Minimum Standards of Property Boundary Surveys (2 per block)</p> <p>___ Exact scaled layout of plat including street and alley lines, length of lines, bearings of all lines, service easements, curve table, etc.</p> <p>___ Street names, widths, bearings, angles of intersections, intersection sight triangles (75')</p> <p>___ Lot lines with dimensions in feet and hundredths and bearings and angles to 10-seconds or less</p> <p>___ Lot numbers (consecutive) and size in square feet (minimum 9,000 square feet, 90 feet wide)</p> <p>___ True north arrow, scale, bar graph, title, submittal date, date of survey</p> <p>___ Accurate dimensions of property offered for dedication</p> <p>___ Water course (creeks, channels, streams, drainage easements)</p> <p>___ Set-Back lines: Front (25'), Side (10'), Back (30')</p> <p>___ Subdivision restrictions; private covenants</p> <p>___ Names and locations of adjacent subdivisions and owners of unplatted land</p> <p>___ Any changes or conditions required by the Board of Alderman in the approval of the Preliminary Plat</p> <p>___ Name and address of the owner(s) of record</p> <p>___ Name and address of the developer(s)</p> <p>___ Name and address of the surveyor</p> <p>___ Surveyor's registration number and seal</p> <p>___ Certification of City and County taxes paid</p> <p>___ Certification of ownership and dedication, Survey and Accuracy with the Board of Alderman approval</p> <p>___ Surveyor's Certificate and declaration meeting Missouri Minimum Standards</p> |
|----------------------------------|----------------------------------|---|



## Agreement to Reimburse the City of Pleasant Hope for Engineering Expenses

The undersigned owner/developer (hereinafter "developer") of realty located within the city limits of the City of Pleasant Hope Missouri (hereinafter the "City") and being desirous of developing /subdividing the same in accordance with the Land Developing Regulations of the City does hereby acknowledge in understanding, and does hereby agree as follows:

Developer, his engineers, surveyors, architects and all other person acting by or through the developer, shall comply with all requirements set forth in the City's Land Development Regulations.

All applications, sketch plans, preliminary plats, final plats, engineering reports, plans and specifications, and other documents shall be submitted to the City's engineer so that he may review, approve or reject the same.]

All engineering charges and other fees or expenses incurred by the City for work or services performed by the City Engineer concerning or relating to any aspect of the developer's development, shall be reimbursed to the City by the developer.

Developer agrees to reimburse the City for all charges, expenses and/or fees incurred by the City, as hereinbefore described, immediately when so requested by the City.

If developer agrees to reimburse the City for all charges, expenses and/or fees when so requested, the Board of Alderman may withhold approval of any preliminary plat or final plat until such time as such charges, expenses and/or fees have been reimbursed to the City.

The undersigned acknowledges the foregoing and has read, understood and is agreeable

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Print Name

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Signature of Developer

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Date