

**City of Wright City  
Preliminary Subdivision Plat  
Application**

Project Name \_\_\_\_\_

Address or Location \_\_\_\_\_

Type of Project: Single Family \_\_\_ Multi-Family \_\_\_ Commercial \_\_\_ Industrial \_\_\_

Tax Parcel # \_\_\_\_\_ Parcel Size \_\_\_\_\_

Current Zoning \_\_\_\_\_ Proposed Zoning \_\_\_\_\_

**Architect, Engineer, Designer**

Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

**Property Owner**

Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

**Applicant/Contact**

Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

*I understand that in making this application that it does not mean that said plat will be approved. I understand that approval will be at the discretion of the Planning & Zoning Commission, in that the plat will need to meet all requirements of the Zoning and Subdivision Ordinance to include all dimension and area regulations. I accept responsibility of attending the Commission meeting or will send a representative. I understand that failure to attend any scheduled meeting may result in the postponement of any action by the Planning and Zoning.*

**Fees - \$200.00 per acre ( or portion thereof ) per plat (minimum fee) \_\_\_\_\_ acres x \$200.00 = \_\_\_\_\_**

**Per Section 455.010 of Wright City Municipal Code, all costs plus 15 percent to be borne by the applicant with a minimum fee to be \$200.00**

I understand that I am responsible for ALL costs necessary for review, approval and/or recording fees incurred. I agree to deposit the necessary funds with the City, prior to any review work beginning, to cover said costs and to replenish these funds if the costs exceed the deposited amount. If the deposited amount exceeds the actual costs incurred by the City in excess of the minimum fee, the excess amount will be reimbursed to the applicant.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Submittal Date: \_\_\_\_\_ Submitted to P&Z \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_

**Section 455.040 Preliminary Plat Procedures.**

[Ord. No. 342 §§I — II, 11-13-1997]

- A. *Filing Procedures.* The developer shall submit five (5) large copies and nine (9) small copies of the proposed preliminary plat, a completed application form and plat review fees to the Wright City Planning and Zoning Commission at least fifteen (15) working days prior to the meeting at which approval is requested.
- B. *Information Required.* The following information is required for all preliminary plats submitted for approval. The required information may be combined for presentation on one (1) or more drawings or maps. The Planning and Zoning Commission may request that the information be presented on drawings or maps in addition to those submitted in the interests of clarity, speed and efficiency in the review process. In all cases the preliminary plat submission should include.
1. Name of the proposed subdivision, which shall be original and not a duplication of any previously recorded subdivision.
  2. Legal description of the entire site to be subdivided, including approximate acreage in tract.
  3. A key map showing the tract in relation to the surrounding area.
  4. Scale, date and north point shall be indicated on each map or plan.
  5. Name and addresses of the developer(s), owner(s) of record, engineer, surveyor or designer responsible for the subdivision layout.
  6. Within one hundred (100) yards of the proposed subdivision, names of adjacent subdivisions, layout of streets (with names), right-of-way widths, connections with adjoining platted streets, widths and locations of alleys, easements and public walkways adjacent to or connecting with the tract, location and size of all existing sanitary sewer, storm sewer and water supply facilities.
  7. Existing topography at five (5) feet intervals. All topographic data shall directly relate to USGS data.
  8. Layout and width of right-of-way, surfacing and names of all streets, sidewalks or public ways proposed for the subdivision.
  9. Lot layout, dimensions and setback requirements.
  10. All parcels of lands to be dedicated or reserved for public use or for use in common by property owners in the subdivision shall be indicated on the preliminary plat, along with any conditions of such dedication or reservation.
  11. Identification, location and nature of all proposed zoning and uses to be included with the subdivision.
  12. Designation of utilities to serve proposed subdivision. The developer will ensure that the staging of the subdivision will include adequate provision for all utilities and streets for adjacent undeveloped properties.

13. Zoning status of property included in the preliminary plat and of all adjacent properties; political subdivisions of all such properties.
  14. Receipt from the City Clerk showing paid preliminary plat fee.
  15. Preliminary plats for industrial subdivisions shall be required to have covenants attached. These covenants shall include, but not limited to, delineating who will be responsible for the site improvements: developer and/or prospective owner.
  16. Elevations of structures to be built within the subdivision are to be provided as a part of submittal. In the case of custom-built homes, a plot plan of a "typical" structure must be provided.
  17. As a part of submittal, a preliminary copy of the trust indentures/covenants/deed restrictions must be provided.
  18. Proposed layout of the public sanitary, storm and water systems that will serve the subdivision.
- C. *Review Procedures.* The Planning and Zoning Commission, after receiving comments and recommendations from the City Planner, City Superintendent and/or Zoning Officer, shall review the preliminary plat for its conformance to the comprehensive plan and to standards and specifications set forth in this Chapter and other applicable ordinances. The Planning and Zoning Commission may request modifications in the preliminary plat. The Commission shall then confer approval, conditional approval or disapproval of the preliminary plat within forty-five (45) days of filing and transmit all copies of the preliminary plat together with written reasons for its action to the Board of Aldermen and City Engineer.
- D. *Effect Of Preliminary Plat Approval.* Preliminary plat approval shall confer upon the developer, for a period of one (1) year from date of approval, the conditional right that the general terms and conditions under which the approval was granted will not be changed by the Commission. This one (1) year period may be extended by the Commission if the developer has applied in writing for such an extension and the Commission determines a longer period should be granted due to unusual circumstances. If an extension is not granted, the preliminary plat approval is null and void. If no record plat of a subdivision for which preliminary approval has been given is approved within said one (1) year period, or such longer period as the Commission may allow, a resubmission and review by the Planning and Zoning Commission may be required upon determination by the Commission. After approval of the preliminary plat, the developer may proceed with the detailed construction plan required for all facilities and utilities to be provided and may submit the proposed record plat to the Board of Aldermen for approval.