



### MAJOR SUBDIVISION APPLICATION - PRELIMINARY

City of St. Joseph, Missouri | Planning & Zoning  
1100 Frederick Avenue, Room 107  
Planning & Zoning Division | (816) 271-4648 | [planning@stjosephmo.gov](mailto:planning@stjosephmo.gov)

All submittals for variances must comply with Sec. 31-070 of the City’s Code of Ordinances, located online at [stjosephmo.gov](http://stjosephmo.gov) **The following must be included with every application:**

1. Completed Application (DO NOT SUBMIT PAPER AND MYLAR DOCUMENTS UNTIL RECORDING)
2. Application Fee (**\$1,050 PLUS \$25 per lot**) due at the time of submission. This fee is **nonrefundable**
3. **Materials required on checklist (see Page 3 of 3)**
4. Printed names and signatures must be legible and match the relevant section

**THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF A PRELIMINARY PLAT BY THE PLANNING COMMISSION.** With the signing and submittal of this application, the property owner authorizes the City of St. Joseph to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the City Council, City boards and commissions, and City departments.

#### A. PROPERTY OWNER INFO

1. a. **Printed Name:** \_\_\_\_\_  
b. **Business Name:** \_\_\_\_\_
2. **Primary Contact:**  Yes  No *(only 1 primary contact is allowed. If Yes, we will contact you for payment, notifications, and/or questions. If No, someone MUST fill out Section C)*
3. **Mailing Address:** \_\_\_\_\_
4. a. **Phone** ( ) \_\_\_\_\_ b. **Email\*** \_\_\_\_\_
5. a. **Signature** \_\_\_\_\_ b. **Date** \_\_\_\_\_

#### B. SURVEYOR INFORMATION

1. a. **Printed Name:** \_\_\_\_\_  
b. **Business Name:** \_\_\_\_\_
2. **Primary Contact:**  Yes  No *(only 1 primary contact is allowed. If Yes, we will contact you for payment, notifications, and/or questions. If No, someone MUST fill out Section C)*
3. **Mailing Address:** \_\_\_\_\_
4. a. **Phone** ( ) \_\_\_\_\_ b. **Email\*** \_\_\_\_\_
5. a. **Signature** \_\_\_\_\_ b. **Date** \_\_\_\_\_

#### C. PRIMARY CONTACT/AGENT *(Only fill out if the answer to A.2. or B.2. is NO, otherwise mark N/A)*

**THIS IS WHO WE WILL CONTACT FOR PAYMENT, NOTIFICATIONS, AND/OR OR QUESTIONS.**

**A VALID MAILING ADDRESS AND VALID EMAIL ADDRESS ARE BOTH REQUIRED.**

1. a. **Printed Name:** \_\_\_\_\_  
b. **Business Name:** \_\_\_\_\_
2. **Mailing Address:** \_\_\_\_\_
3. a. **Phone** ( ) \_\_\_\_\_ b. **Email\*** \_\_\_\_\_
4. a. **Signature** \_\_\_\_\_ b. **Date** \_\_\_\_\_

\* Please be aware that the City of St. Joseph will send all notices via email unless otherwise specified.



**MAJOR SUBDIVISION APPLICATION - PRELIMINARY**

City of St. Joseph, Missouri | Planning & Zoning  
1100 Frederick Avenue, Room 107  
Planning & Zoning Division | (816) 271-4648 | [planning@stjosephmo.gov](mailto:planning@stjosephmo.gov)

All submittals for variances must comply with Sec. 31-070 of the City’s Code of Ordinances, located online at [stjosephmo.gov](http://stjosephmo.gov) **The following must be included with every application:**

1. Completed Application (DO NOT SUBMIT PAPER DOCUMENTS UNTIL RECORDING)
2. Application Fee (**\$1,050 PLUS \$25 per lot**) due at the time of submission. This fee is **nonrefundable**
3. **Materials required on checklist (see Page 3 of 3)**
4. Printed names and signatures must be legible and match the relevant section

**THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF A PRELIMINARY PLAT BY THE PLANNING COMMISSION.** With the signing and submittal of this application, the property owner authorizes the City of St. Joseph to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the City Council, City boards and commissions, and City departments.

**D. ATTENDANCE AND FEE NOTICE**

**YOUR ATTENDANCE IS REQUIRED AT THE PLANNING COMMISSION AND CITY COUNCIL MEETINGS FOR THIS APPLICATION. FAILURE TO ATTEND THESE MEETINGS MAY RESULT IN UNNECESSARY DELAYS TO YOUR APPLICATION.**

Planning Commission meeting date, time, and location can be found online at [stjosephmo.gov](http://stjosephmo.gov), or by contacting the **Planning & Zoning Department** at **(816)-271-4827**.

City Council meeting dates, times, and locations can be found online at [stjosephmo.gov](http://stjosephmo.gov), or by contacting the **City Clerk’s Office** at **(816)-271-4730**.

By signing, I affirm I have included the required information with this application. I affirm have read the notice above, and understand my attendance is required at public hearings. I understand that by submitting this application, I am including a **NONREFUNDABLE** application fee. If I choose to rescind this application at any time after it is processed by the City, my application fee will not be refunded, pursuant to Sec. 31-075.

**Primary Contact Signature:** | \_\_\_\_\_ | **Date:** | \_\_\_\_\_ |

**All Major Subdivision - Preliminary applications must include the following to be considered complete:**

- Completed application (**PLEASE DO NOT SUBMIT PAPER PLAT DOCUMENTS UNTIL RECORDING**)
- Submitted application fee (**\$1,050.00 PLUS \$25.00 PER LOT**, payable to City of St. Joseph)
- Letter from owner stating the purpose of subdivision & Word Document containing full legal description. This document is **required to** include the addresses and/or parcel numbers for ALL properties involved .
- PDF copy of proposed subdivision from licensed surveyor for initial review, with:
  - Date, scale, north arrow, and name of subdivision
  - Location of survey monuments "referenced in" on ground for reproduction
  - Location of section, township, range, county, and state, including precise legal description
  - Key map showing general area of proposed subdivision
  - Scale specification (not to exceed 1:100)
  - Word Document sent to City Planner with full legal description
  - Abstract of title or other certificate establishing ownership interests and proof that proper parties have signed the plat for all land in the subdivision
  - Boundary lines and zoning of all adjoining lands for a distance of two hundred (200) feet and showing (with dotted lines) the right-of-way lines and adjacent street and alleys, indicating paved or unpaved, with their widths and names and existing topography lines
  - Easements or rights-of-way provided for public use, services or utilities, with figures showing dimensions
  - All dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the subdivision, blocks, lots, streets, easements, building lines, and other areas to be dedicated for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot
  - Layout of proposed sanitary sewerage and water distribution lines and facilities and location of nearest existing sewer and water mains
  - Stormwater management plan, calculations, proposed size, nature, and location of all proposed storm drainage improvements
  - Existing topography with contours at max two (2) foot intervals (relate to USGS data)
  - Area in acres and square feet for each lot or parcel
  - Letters of availability/adequacy of services
  - Certification by a registered land surveyor, engineer, or architect that all details of the plat are correct
  - Any and all information required in Sec. 26-45 of the St. Joseph City Code

**Completed** applications will be placed on the next available Planning Commission agenda pursuant to City deadlines for submission, and will be reviewed by City Staff for any errors, missing items, conditions, etc. Once reviewed, Staff will provide one of the following recommendations to the Planning Commission:

**Approval** – Plat may proceed to City Council (Contact City Staff for **Final Plat** process)

**Approval with Conditions** – Plat may proceed to City Council and recording pending the conditions set forth by staff are met (Contact City Staff for **Final Plat** process)

**Denial** – Plat does not move forward

**When/If** final plat is approved by City Council, two (2) paper copies, one (1) mylar copy, and one (1) PDF copy of the final subdivision (with conditions met, if applicable) will be provided to be recorded with Buchanan County and the City records (this will include an additional filing fee confirmed with the City Planner before copies are submitted). Please ensure that any non-City signatures and notary requirements are met before submitting to City Staff for recording

*\*Recording Fees are made out to the Buchanan County Recorder of Deed's Office*

**Section to be completed by the City**

Application ID: | \_\_\_\_\_ |

Date Fee Received: | \_\_\_\_\_ | Date Application Received: | \_\_\_\_\_ |

Application Fee:  \$1,050.00

Per Lot Fee:  \$25.00 × | \_\_\_\_\_ Lots |

Total Fee: | \_\_\_\_\_ | Received by: | \_\_\_\_\_ |