

SUBDIVISION APPLICATION

Contact Information:

Property Owner:

Name(s)

Mailing Address

City, State, Zip

Phone

Email

Agent/Applicant (If Different Than Property Owner):

Name

Mailing Address

City, State, Zip

Phone

Email

Property/Request Information:

Request: _____ Sketch Plat
 _____ Preliminary Plat
 _____ Final Plat
 _____ Minor Subdivision (Admin.)
 _____ Lot Consol./Lot Line Adjust.
 _____ Vacation of ROW/easement

Property Address/Location

Property Zoning

Number of existing and new lots proposed

Name of Subdivision

APPLICATION CHECKLIST:

City Staff Verifies

☐

Completed Application Form

☐

Agent Letter (If Applicable)

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Filing Fee - \$500 (Preliminary/Final Plat); \$250 (Administrative Minor Subdivision);
\$50 (Lot Consolidation/Lot Line Adjustment)

☐

Improvement Plans (Final Plats only; 1 paper copy and pdf version)

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Plat (3 paper copies and pdf version), **Survey**, or **Vacation Exhibit** (as applicable)

☐

Other Documents (as applicable)

OFFICE USE ONLY:

Case No:

DRC Meeting Date:

PZ Hearing Date:

Submission Date:

Advertise By:

CC Hearing Dates:

INFORMATION:

A Major Subdivision includes the following steps:

1. A **Sketch Plat** and property owners meeting is required for any subdivision with more than 30 lots. A Sketch Plat is encouraged for all Major Subdivisions.
2. A **Preliminary Plat** includes the entire area to be platted, with phases and preliminary or conceptual information about layout, utilities, and grading.
3. A **Final Plat** is the final design of a subdivision or a phase of a development. Final grading plans and utility plans are included in the review.
4. More information about the process and requirements may be found in Section 42.500

Minor Subdivisions include the following requirements:

1. A minor subdivision is an administrative process for subdivisions which create no more than five (5) additional lots; and all street, waterline, sewer line, or storm sewer infrastructure and easements needed for the proposed subdivision is found to be existing.
2. If any streets, utilities, or easements are found to be needed, the applicant may pursue a Final Plat application or may elect to construct needed infrastructure or dedicate easements prior to approval of the Minor Subdivision.

Lot Consolidations and Lot Line Adjustments include the following requirements:

1. A Lot Consolidation is an administrative process to combine two or more adjoining lots under common ownership into one lot to enable the interior lot lines to be disregarded for setbacks, bulk standards, etc. for the purposes of building permitting.
2. A Lot-Line Adjustment is an administrative process to move a lot line which does not result in any additional lots.
3. No street or utility extensions or dedications must be necessary for the lot combination or lot line adjustment.
4. For a lot consolidation, the prepared deeds must include the following language:

The intent of this instrument is to permanently combine the lots included in the legal description to allow them to be treated as one lot for the purposes of building permits and zoning. The lot(s) may not be separated unless approved by the City of Rolla.

Vacation of rights-of-way or easements requests are considered by city staff. Vacations may be included with a subdivision application or considered separately. A decision by staff to not pursue vacation may be appealed to the Planning and Zoning Commission.

Acknowledgement and Authorization:

The owner(s) understand and agree that the application will be placed on hold until a complete application and all required items on the checklist are received. The owner(s) understand and agree to permitting employees of the City of Rolla to enter the subject property for purposes of posting a yard sign(s), retrieving the yard sign(s), taking photographs of the property/building(s), and investigating the property for pertinent information related to the request. Should ownership of the property change after the application is submitted, authorization is required from the new owner to continue with the review of the request, or the request will be withdrawn from consideration. The undersigned understands that a full refund may be issued if the request is withdrawn within three (3) business days after the application; a partial refund may be considered if the request is withdrawn prior to the hearing.

Property Owner(s):

Applicant/Agent (If Different From Owner)

Sign

Print

Sign

Print

Sign

Print

Sign

Print