

**CITY OF LAURIE
PLANNING AND ZONING
PRELIMINARY PLAT APPROVAL PROCESS**

The owner or owners of any land located within the jurisdiction of the City of Laurie subdividing land into two or more lots, tracts or parcels, for the purpose of laying out any subdivisions, building lots, tracts or parcels or any owner of any land establishing any street, alley, park or other property intended for public use or for the use of purchasers or owners of lots, tracts or parcels of land fronting thereon or adjacent thereto, shall follow the procedures outlined below, unless otherwise exempted. The simple division of one lot into two lots may qualify for a Lot Split, explained in the subdivision regulations.

At least 45 days prior to the filing of the Preliminary Plat, the applicant and/or the owner shall first meet with the Zoning Inspector to receive an explanation of the subdivision procedure, the availability of water and sewer, Comprehensive Plan requirements, and other zoning requirements.

After reaching the pre-application requirements for the proposed subdivision, the Subdivider may submit a completed preliminary plat application together with any supplementary information necessary to the City Clerk. A filing fee of three hundred dollars (\$300.00) shall accompany the preliminary plat application. The Subdivider shall submit two (2) copies of the preliminary plat conforming to the requirements of the subdivision regulations and a vicinity map (if not on the Preliminary Plat) showing the location of the proposed subdivision. These plats shall be filed with the City Clerk at least fourteen days prior to a regular meeting of the Planning Commission at which the preliminary plat is to be considered. The Subdivider should also submit a proof of ownership of the entire tract to be platted. An application shall not be processed until it has been fully completed, the appropriate fee paid, and all requested information submitted.

The Subdivider shall submit the proposed subdivision plat to all affected utility companies or agencies along with any comments, recommendations, suggestions, or approval from these companies or agencies.

The Planning and Zoning Commission, based on the standards set out in the subdivision regulations, shall recommend to approve, conditionally approve, or disapprove the preliminary plat within 30 days of submission of the plat. Action by the Planning Commission shall be conveyed to the Subdivider in writing. In case the plat is recommended to be disapproved by the Planning Commission, the Subdivider shall be notified of the reason for such action and what requirements shall be recommended to meet the approval of the City Council. The City Council shall consider the Planning Commission's recommendation and approve, conditionally approve, or disapprove the plat within thirty (30) days of the meeting of the Planning Commission. The approval of the preliminary plat does not constitute an acceptance of the subdivision, but is deemed to be an authorization to proceed with the preparation of the final plat.

The purpose and intent of these regulations are to provide for the harmonious development of the community to provide for the proper location and width of streets, building lines, open spaces, safety, recreation facilities, utilities, drainage, and for the avoidance of congestion of population through requirements of minimum lot width, depth, and area and the compatibility of design; to require and fix the extent to which and the manner in which streets shall be graded and improved, and water, sewer, drainage, and other utility mains and piping or connections or other physical improvements shall be installed; and to provide for and secure the actual construction of such physical improvements.

Preliminary Plats shall contain:

1. Vicinity Sketch (410.170)
 - a. Scaled to 400 feet or more to the inch
 - b. Shows all existing subdivisions and street and tract line or acreage parcels of land
 - c. Section, Township, and Range
 - d. Any Corporation or ad hoc district lines, such as school or ambulance districts.

2. Preliminary Plat (410.180) shall clearly show the following features:
 - a. Subdivision name and key. The proposed name of the subdivision which shall not duplicate or closely approximate the name of any other subdivision in the City.
 - b. Designation. The tract designation according to real estate records of the Recorder of the County where located.
 - c. Owners of record. The names and addresses of the owner or owners of record, the developer and the engineer or surveyor.
 - d. Abutting owners. The name of adjacent subdivisions and the names of record owners of adjacent parcels of unplatted land.
 - e. Boundary lines. The boundary lines, accurate in scale, of the tract to be subdivided.
 - f. Streets — other features. The location, widths and names of all existing or platted streets or other public ways within or adjacent to the tract and important features within the tract such as existing permanent buildings; large trees and watercourses; railroad lines; corporation and township lines; utility lines, etc.
 - g. Utilities. Existing and proposed sewers, water mains, culverts and other underground structures within the tract and immediately adjacent thereto with pipe size and grades indicated.
 - h. Proposed design — street, drainage, etc.
 - i. The layout, names and widths of proposed streets, alleys and easements;
 - ii. The location and approximate sizes of catch basins, culverts and other drainage structures;
 - iii. The layout, numbers and approximate dimensions of proposed lots.

Proposed street names shall be established to the satisfaction of the Planning and Zoning Commission representative. The approval obtained from the local U.S. Postmaster and "911" addressing shall not duplicate or closely approximate any existing or platted street names in the City, except extensions of existing streets.
 - i. Zoning. Zoning boundary lines, if any, proposed uses of property and proposed front yard setback lines.
 - j. North point, etc. North point, scale, date, title.
 - k. Deed restrictions. Copies of any private restrictions to be included in the deeds are to be attached to the preliminary plat.

**CITY OF LAURIE, MISSOURI
PRELIMINARY PLAT APPLICATION**

Return Application to:

Laurie City Clerk
147 S. Main
Laurie, MO 65037

Case Number: _____
Date Filed: _____
Date of Meeting: _____
Fee Paid: _____

1. Owner's Name: _____
Owner's Address: _____
City/State/Zip: _____
Owner's Phone Number: _____
Owner's email: _____

2. Owner's Representative Name: _____
(if different from Owner)
Representative's Address: _____
City/State/Zip: _____
Representative's Phone Number: _____
Representative's email: _____

3. Registered Land Surveyor who prepared Lot Split: _____
Surveyor's Address: _____
City/State/Zip: _____
Surveyor's Phone Number: _____
Surveyor's email: _____

4. All correspondence relative to this Application shall be directed to whom?

5. Legal Description of Property: Section: _____ Township: _____ Range: _____

6. Location of Property by Streets: _____

7. Present Zoning of Property: _____

8. Present Use of Property: _____

9. Requested Zoning: _____

10. Size of Lot/Parcel in Acres: _____

Owner's Signature

Date

Representative's Signature

Date

The applicant must present the preliminary plat to the following districts and utilities for approval and obtain the signatures and comments from each of the following:

Laurie Police Department	(573) 374-4871	_____
		Police Chief
Laurie Public Works	(573) 374-4871	_____
		Public Works
Gravois Fire Department	(573) 374-4442	_____
		Fire Marshal
Co-Mo Electric Cooperative	(800) 781-0157	_____
		Representative