

# PLAT APPLICATION

**Return Form To:**  
Village of Innsbrook  
1835 Highway F  
Innsbrook, MO 63390  
(636) 745-8844

**For Office Use Only**  
Case ID. \_\_\_\_\_  
Filing Fee: \_\_\_\_\_  
Dated Filed: \_\_\_\_\_

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## APPLICANT INFORMATION:

Name of Subdivision (Current/Proposed): \_\_\_\_\_  
Current Zoning \_\_\_\_\_ Zoning Change Required: Yes \_\_\_\_\_ No \_\_\_\_\_  
Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name of Subdivider: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_

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## PURPOSE OF APPLICATION:

- Resubdivision/Replat (Checklist not required)
- Preliminary Subdivision or Planned Development Plat (Preliminary Plat Checklist Required)
- Final Subdivision or Planned Development Plat (Final Plat Checklist Required)

**The following items shall be submitted with this application:**

1. Checklist (if required)
2. Two (2) copies of plat drawing and supporting documentation
3. Application fee made payable to the "Village of Innsbrook" (See Schedule of Fees)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

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**Planning and Zoning Commission Recommendation:** Approval \_\_\_\_\_ Disapproval \_\_\_\_\_

Reason \_\_\_\_\_

Date \_\_\_\_\_

**Board of Trustee Action:**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Reason \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Approving Authority

### Preliminary Plat Review Checklist

<i>Checklist is to be completed by the applicant. If the answer to any of the questions is "No", a written explanation must accompany this checklist.</i>	Yes	No
1. Are the location of boundary lines referenced to section or quarter lines?		
2. Is the scale of the plat, 1"-100' or larger?		
3. Is the location, width, and name of platted streets (including streets within 500 feet of the boundaries) or other public ways, parks, open spaces, and existing permanent buildings shown?		
4. Is the location and size of proposed parks, playgrounds, churches, school sites or other special uses of land to be considered for reservation or dedication for public use shown?		
5. Are existing sewers, water mains, gas mains, culverts, or other underground installations with pipe size and manholes, grades and location shown?		
6. Is the general plan of sewage disposal, water supply and drainage, including a map showing the drainage area of each major drainage way shown?		
7. Is the topography with contour intervals of not more than two feet, referred to U.S.G.S. datum shown? (See definition - Surface Water Elevation). (Where the ground is too flat for contours, spot elevations shall be provided.)		
8. Is the location of water courses, bridges, wooded areas, lakes, ravines and such other features as may be pertinent to the subdivision shown?		
9. Is the general arrangement of lots and their approximate size shown?		
10. Does the proposed subdivision design conform to the Comprehensive Plan?		
11. Does the proposed subdivision design avoid making the development of adjacent more difficult?		
12. Are lots sized appropriately for the zoning district?		

**Preliminary Plat Review Checklist**

<i>Checklist is to be completed by the applicant. If the answer to any of the questions is "No", a written explanation must accompany this checklist.</i>	<b>Yes</b>	<b>No</b>
13. Are all lots free from floodplain encroachment?		
14. Are drainage ways and other drainage facilities sufficient to prevent flooding both on-site and off-site?		
15. Are all lots buildable with respect to topography, drainage ways, bedrock, and soil conditions?		
16. Do proposed street grades and alignment meet all requirements?		

### Final Plat Review Checklist

<i>Checklist is to be completed by the applicant. If the answer to any of the questions is "No", a written explanation must accompany this checklist.</i>	Yes	No
1. Is the location of section, township, range, county and state, including the description boundaries of the subdivision based on an accurate traverse, giving angular and linear dimensions that are mathematically correct? (The allowable error of closing on any portion of the plat shall be one foot in five thousand (5,000).)		
2. Is the location of existing monuments or bench marks shown and described on the final plat? (Location of such monuments shall be shown in reference to existing official monuments or the nearest established street lines, including the true angles and distances to such reference points or monuments.)		
3. Is the location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet with the length of radii on all curves, and other information necessary to reproduce the plat on the ground shown?		
4. Are lots numbered or lettered clearly in the center of the block?		
5. Are the exact locations, widths and names of all streets and alleys to be dedicated shown?		
6. Are the boundary lines and description of the boundary lines of any area other than streets and alleys which are to be dedicated or reserved for public use shown?		
7. Are the Building setback lines on the front and side streets with dimensions shown?		
8. Is the name, signature and seal of the licensed land surveyor preparing the plat shown?		
9. Is the scale of the plat (scale to be shown graphically and in feet per plat scale inch), date of preparation and north point shown?		

**Final Plat Review Checklist**

<i>Checklist is to be completed by the applicant. If the answer to any of the questions is "No", a written explanation must accompany this checklist.</i>	<b>Yes</b>	<b>No</b>
10. Is a statement dedicating all easements, streets, alleys, and all other public areas not previously dedicated included?		
11. Was an original mylar drawing submitted?		
12. Have all acknowledgment and titles been signed? a) Owner or owners and all mortgagers b) Dedications or reservations c) Registered surveyor preparing plat d) Village Clerk and County Collector		
13. Has certification been submitted stating that all taxes and special assessments due and payable have been paid?		
14. Are any deed restrictions planned for the subdivision? If so, has a copy been submitted?		
15. How has the installation of the improvements been guaranteed? Use the table below?		

	<u>Letter of Credit</u>	<u>Surety Bond</u>	<u>Petition(%)</u>
Streets	_____	_____	_____
Water	_____	_____	_____
Sewer	_____	_____	_____
Other, as required	_____	_____	_____
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____