



PLANNING & ZONING COMMISSION

Regular Meeting Agenda
CITY OF PARKVILLE, MISSOURI
Tuesday, August 9, 2022 5:30 PM
City Hall Board Room

1. Call to Order

2. Roll Call

3. General Business

- A. Approval of the August 9, 2022, regular meeting agenda.

4. Unfinished Business

5. Public Hearing

- A. An application for a Conditional Use Permit (CUP) to operate a recreation - indoor, limited use in the "OTD" Old Town District at 2 E 2nd St. (Case No. PZ22-24); *JCI KC LLC, Applicant.*

6. Regular Business

- A. An application for a preliminary plat for River Hills Estates Replat of Lots 23-29, a residential subdivision containing 7 lots and 1 tract of open space on 4.18 acres, more or less. (Case No. PZ22-23); *Parkville Investors, LLC, Applicant.*

7. Other Business

- A. Upcoming meetings & dates of importance:

- Board of Aldermen Work Session: Tuesday, August 16 at 6:00 p.m. (hybrid)
- Board of Aldermen Meetings: Tuesday, August 16 and September 6 at 7:00 p.m.
- KC Communities for All Ages Final Workshop: Tuesday, August 23 at 5:30 p.m. (in person)
- Planning & Zoning Commission Regular Meeting: Tuesday, September 13 at 5:30 p.m.

8. Adjournment



Staff Analysis

Agenda Item: **5.A**

Proposal: An application for a Conditional Use Permit (CUP) to operate a recreation, indoor, limited use in the "OTD" Old Town District at 2 E 2nd Street.

Case No: PZ22-24

Applicant: JCI KC LLC

Owners: JAST LLC

Location: Northeast corner of East Street and E 2nd Street

Zoning: "OTD" Old Town District

Parcel #: #20-7.0-35-100-027-001.003

Exhibits:

- A. This Staff Analysis
- B. Application for Conditional Use Permit
- C. Subject Area Property Map
- D. Site Photos, Submitted by Applicant
- E. Additional exhibits as may be presented at the public hearing

By Reference:

- A. Parkville Municipal Code, Title IV – Development Code in its entirety (<https://ecode360.com/PA3395-DIV-05>)
 - 1. Section 403.050 Conditional Use Permit
 - 2. Section 405.050 Conditional Uses
- B. Parkville Master Plan (<http://parkvillemo.gov/departments/community-development-department/master-plan/>)
- C. Notice of Public Hearing mailed to property owners within 185 ft. of the subject property
- D. Hearing notice published in The Platte County Citizen newspaper on July 20, 2022.
- E. Summary of Public Hearing posted on Parkville City webpage (<http://parkvillemo.gov/public-hearings/>)

Comments

Received: The Community Development Department has not received any public comments at the time of this report.

Overview

The applicant, JCI KC, LLC, proposes to operate a youth athletic training facility on a portion of the property addressed at 2 E 2nd Street. The subject property consists of one parcel (#20-7.0-35-100-027-001.003) containing 0.77 acres, more or less, and is generally located north of the post office in downtown Parkville. The applicant would like to use a portion of the existing building as a youth athletic training field for children. An application for a Conditional Use Permit (CUP) has been submitted to allow a recreation – indoor, limited use in the “OTD” Old Town District.

The subject building has been used as a private training facility in the past (see photo below for current state of the interior), however the applicant proposes to operate the facility as a commercial venture, requiring compliance with the Parkville Municipal Code. The applicant has requested an indefinite CUP and proposed daily operation with hours of 6am – 10pm.

Recommendation

Staff recommends approval of this application with conditions (3).



Interior Photo (Provided by Applicant)



CUP Matters for Consideration

Per Parkville Municipal Code, Title IV, Section 403.050, a conditional use permit provides flexibility for different uses within a zoning district and allows the potential for additional uses. Further, due to the varying design and operational characteristics of the use or due to conditions in the area where the use is proposed, these uses may not be appropriate in that district, but require a case-specific review to determine the compatibility in a specific context and location.

Section 405.050, Subsection B.25 allows for the proposed use as a conditional use in this zoning district.

Parkville Municipal Code Section 405.050 notes “The uses in this Section may involve more specific types or formats, or include more specific performance criteria than the uses generally enabled in Table 405-2, and due to their typical scale, intensity and potential impacts require special and site specific review different from generally enabled uses.” “Recreation – indoor, limited (less than 10,000 square feet) uses in the “OTD” Old Town District” require Conditional Use Permit approval.

This application has been reviewed against the City of Parkville’s Development Code, including the applicable general requirements in Table 403-1, Section 403.010 and Section 403.050, Subsection B. Per these requirements, notice of the public hearing has been published in a newspaper in general circulation in the City, The Platte County Citizen newspaper on July 20, 2022; a sign announcing the time, place and nature of the public hearing was placed on the subject property within view from public right of way; and mailed notice was provided to all property owners within 185 ft. of the subject properties. As of the date of the completion of this staff analysis report, the Community Development Department has received no public comment.

General Review and Analysis

Parkville Municipal Code, Section 403.050, Subsection B. provides review criteria for how the Planning and Zoning Commission shall determine if a conditional use permit is appropriate. The following are staff’s findings and conclusions.

- 1. The application furthers the intent of the proposed zoning district and does not conflict with the intent of any abutting districts, and is otherwise determined to be consistent with the Master Plan and any official plan or program developed under the guidance of the Master Plan.**

This property is zoned “OTD” Old Town District. The subject property is surrounded by OTD zoned districts to the north, west, and south and Park University to the east. According to the Municipal Code, “The OTD Old Town District provides a broad range of retail, entertainment and civic uses, and supporting accessory office, service, and residential uses, in a compact and walkable format.” Staff finds that the proposed use furthers the intent of the OTD zoning district of providing a mix of uses in a downtown scale.

Staff does have noise concerns with this use near existing residential areas. **Staff recommends that the use not be allowed outside of the proposed daily hours of 6am to 10pm.**

The *Parkville Master Plan (adopted 2021)* Future Land Use map labels this property as “Downtown Mixed Use.” This application does not impact the future land use projection of the property.

- 2. Compliance of any proposed development with the requirements of this code.**
All proposed work proposed by this application is interior to the existing building.
- 3. Whether any additional site-specific conditions are necessary to meet the purposes and intent of the Development Code and the intent or design objectives of any applicable subsections of the Development Code, or mitigate any other potential impacts that are specific to the proposed use.**

Staff recommends limiting the hours of operation due to the proximity to residential uses.

4. The impact on the public realm, including the design and functions of streetscapes and relationships of building and site elements to the streetscape.

No impact to the public realm.

5. The adequacy of drainage, utilities and other public facilities.

All public facilities are existing. This application will have minimal impact on public facilities.

6. Compatibility with the character of the area in terms of building scale, building form, landscape and site design.

The building, landscape, and site design is existing.

7. Compatibility with the area in terms of operating characteristics such as hours of operation, visible and audible impacts, traffic patterns, intensity of use as proposed or foreseeable, and other potential impacts on adjacent property.

Staff has concerns regarding the noise impacts created by indoor athletic training fields. Staff has received complaints regarding similar projects concerning aluminum bats hitting baseballs late into the night. Staff feels that limiting the hours of operation to the proposed 6am – 10pm mitigates this impact on surrounding residential uses.

8. Whether a limited time period for the permit is reasonable necessary to either limit the duration of the use, assess the use against changing conditions in the area, or ensure periodic reporting and on-going enforcement of the permit.

The applicant has requested the CUP for an indefinite time period. Staff recommends a 5-year time limit to ensure compliance with the Code and compatibility with the surrounding area. The applicant may re-apply for further CUP approval after five (5) years have elapsed.

9. The application will not prevent development and use of the neighboring property in accordance with the applicable development regulations.

Approval of the Application for Conditional Use Permit will not prevent development and use of neighboring properties in accordance with the applicable development regulations. The proposed development will be entirely interior to an existing building.

10. The long range plans applicable to the site and surrounding area are not negatively impacted considering the permanence of the proposed use, the permanence of existing uses in the area, and any changes in character occurring in the area.

Staff does not foresee any negative impact to long range plans in the area from this plan.

11. The recommendations of professional staff or other technical reviews associated with the application.

Staff recommends approval of the application with conditions.

Staff Conclusion and Recommendation

Following review, staff recommends approval of the Application for Conditional Use Permit for the subject property based on the merits of the application and the findings and conclusions in this report, subject to the following conditions:

1. Approval is based on the representations of the drawings presented as part of this application and does not waive any requirement or development standard contained in the Parkville Municipal Code.
2. The Conditional Use Permit is to allow a recreation – indoor, limited (less than 10,000 square feet) use on the property described in attached exhibits covering 0.77 +/- acres for a time period of five (5) years, unless revoked.
3. The recreation – indoor, limited use shall not operate outside of the daily hours of 6am – 10pm.

It should be noted that the recommendation contained in this report is made without knowledge of facts, public comments or any additional information which may be presented during the public hearing. For that reason, the conclusions herein are subject to change as a result of evaluating additional information; additionally, staff reserves the right to modify or confirm the conclusions and recommendations herein based on consideration of any additional information that may be presented.

Necessary Action

Following consideration of the Application for Conditional Use Permit, supporting information, associated exhibits, factors discussed above, and any testimony presented during the public hearing, the Planning and Zoning Commission should recommend approval, approval with conditions, denial, or postpone the application for further consideration. If approved subject to conditions, the conditions should be noted for the record. Unless postponed, the Planning Commission's action will be forwarded to the Board of Aldermen on August 16, 2022 for final action.

End of Memorandum

<u>/s/ Brad Stanton</u>	<u>8-8-2022</u>
Brad Stanton	Date
Planner	



Application #: _____
Date Submitted: _____
Public Hearing: _____
Date Approved: _____

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

Application for Conditional Use Permit

Pre-application meeting required per Parkville Municipal Code, Title IV, Section 403.010, Subsection C

1. Applicant/Contact Information

Applicant(s)

Name: JCI KC, LLC
Address: 2 E 2nd St
City, State: Parkville, MO
Phone: 816-308-3474 Fax: _____
E-mail: Angeku24@gmail.com

Owner(s), if different from applicant(s)

Name: _____
Address: _____
City, State: _____
Phone: _____ Fax: _____
E-mail: _____

Engineer/Surveyor(s) preparing plans & legal desc.

Name: _____
Address: _____
City, State: _____
Phone: _____ Fax: _____
E-mail: _____

Contact Person, if different from applicant(s)

Name: _____
Address: _____
City, State: _____
Phone: _____ Fax: _____
E-mail: _____

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that conditional use in the City of Parkville is subject to the Municipal Code of the City of Parkville. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such or from the conditions as stated herein shall constitute cause for fines, punishments and revocation of approvals as applicable.

Applicant's Signature (Required)

Angeku24

Date: 7/7/22

Property Owner's Signature (Required)

Angeku24

Date: 7/7/22

2. Proposed Conditional Use (see also Checklist of required submittals)

Proposed use: Athletic training Requested length of permit: Indefinite
Description: The back of the building will be used as an athletic training field for children.
Proposed days and hours of operation: Sunday - Saturday 6 AM-10 PM

3. Property Information (see also Checklist of required submittals)

Property address / general location: 2 E 2nd St
Parcel ID Number: 20-7.0-35-100-027-001.003 Zoning: _____
Present use of the property: Vacant
Length of use (or vacancy): Vacancy

4. Neighboring land uses and zoning

Describe the existing land use and zoning on the surrounding properties:

Existing Land UseExisting Zoning

North: House

North: _____

South: Post office

South: _____

East: Park College

East: _____

West: House

West: _____

Attach a narrative addressing:

1. How the application furthers the intent of the proposed zoning district and does not conflict with the intent of any abutting districts, and is otherwise determined to be consistent with the Master Plan and any official plan or program developed under the guidance of the Master Plan.
2. Compliance of any proposed development with the requirements of this code.
3. Whether any additional site-specific conditions are necessary to meet the purposes and intent of this code and the intent or design objectives of any applicable subsections of this code, or mitigate any other potential impacts that are specific to the proposed use.
4. The impact on the public realm, including the design and functions of streetscapes and relationships of building and site elements to the streetscape.
5. The adequacy of drainage, utilities and other public facilities.
6. Compatibility with the character of the area in terms of building scale, building form, landscape and site design.
7. Compatibility with the area in terms of operating characteristics such as hours of operation, visible and audible impacts, traffic patterns, intensity of use as proposed or foreseeable, and other potential impacts on adjacent property.
8. Whether a limited time period for the permit is reasonable necessary to either limit the duration of the use, assess the use against changing conditions in the area, or ensure periodic reporting and on-going enforcement of the permit.
9. How the application will not prevent development and use of the neighboring property in accordance with the applicable development regulations.
10. How the long range plans applicable to the site and surrounding area are not negatively impacted considering the permanence of the proposed use, the permanence of existing uses in the area, and any changes in character occurring in the area.
11. Any other information relevant to the application.

5. Checklist of required submittals

- ☐ Completed application, including all required details and supporting data.
- ☐ Nonrefundable application fee of \$300.00. Separately, the applicant will be billed to recover costs for required publication, posted and mailed notice per Parkville Municipal Code, Title IV, Section 403.010, Subsection E.
- ☐ Complete written and graphical legal description of subject property in paper and electronic formats, an area map showing the subject property and surrounding major features including roads.
- ☐ Three (3) copies 24" x 36" size, or larger sets, and one (1) electronic set (PDF format) of the site plan showing property boundaries, existing and proposed topography, structures, parking utilities, landscaping, signage, facades and other site features related to the proposed CUP.
- ☐ Authorized signature of the applicant and property owner.

For Office Use OnlyApplication accepted as complete by: _____
Name/Title _____ Date _____

Application fee payment: Check # _____ Amount \$ _____

Final reimbursable costs paid (if applicable). Date of Action: _____

Planning Commission Action: ☐ Approved ☐ Approved with Conditions ☐ Denied Date of Action: _____
Conditions if any: _____Board of Aldermen Action: ☐ Approved ☐ Approved with Conditions ☐ Denied Date of Action: _____
Conditions if any: _____









Staff Analysis

Agenda Item: **6.A**

Proposal: An application for a preliminary plat for River Hills Estates Replat of Lots 23-29, a residential subdivision containing 7 lots and 1 tract of open space on 4.18 acres, more or less.

Case No: PZ22-23

Applicant: Parkville Investors, LLC

Owners: Parkville Investors, LLC

Location: North side of River Hills Dr, approx. 700 feet from Crooked Rd

Zoning: "R-2-P" Planned Single-Family Residential

Parcel #s: #20-8.0-27-400-014-029.000, #20-8.0-27-400-014-028.000, #20-8.0-27-400-014-027.000, #20-8.0-27-400-014-026.000, #20-8.0-27-400-014-025.000, #20-8.0-27-400-014-024.000, and #20-8.0-27-400-014-023.000

Exhibits:

- A. This Staff Analysis
- B. Application for Preliminary Plat
- C. Subject Area Property Map
- D. Preliminary Plat, Drawn by R.L. Buford & Associates, LLC dated 6/23/22
- E. Additional exhibits as may be presented at the public hearing

By Reference:

- A. Parkville Municipal Code, Title IV – Development Code in its entirety (<https://ecode360.com/PA3395-DIV-05>)
 - 1. Section 403.020 Platting
- B. Parkville Master Plan (<http://parkvillemo.gov/departments/community-development-department/master-plan/>)

Overview

The applicant, Parkville Investors, LLC, proposes to replat seven (7) lots into a new configuration and a total of seven (7) lots and one (1) open space tract. The subject property consists of seven (7) parcels containing 4.18 acres, more or less. The lots were originally platted with the River Hills Estates subdivision, but only one of the lots has developed due to topographical constraints. An application for a preliminary plat has been submitted.

On January 19, 1999, the Parkville Board of Aldermen approved the final plat for River Hills Estates 1st Plat. Since that time, of lots 23-29, only lot 26 has developed. The developer notes that significant topographical and site constraints require replatting the property.

Recommendation

Staff recommends approval of this application with conditions (2).



Exhibit C: Subject Area Property Map

General Review and Analysis

Plat applications are required to establish or alter the legal boundaries of property, and to account for public facilities, infrastructure, development patterns, public realm design or other long-range growth and development considerations prior to potential fracturing of ownership. Preliminary plats are larger divisions of land that enable new ownership and development patterns; or which impact public facilities or land, and are proposed in a preliminary or conceptual format to prepare for detailed engineering and design facilities.

Parkville Municipal Code, Section 403.020, Subsection D. provides review criteria for how the Planning and Zoning Commission shall determine if a preliminary plat is appropriate. The following are staff's findings and conclusions (Case No. PZ22-23):

- 1. The application is in accordance with the Master Plan and in particular the physical patterns, arrangement of streets, blocks, lots, and open spaces, and public realm investments that reflect the principles and concepts of the plan.**

The application proposes turning seven (7) existing single-family lots into seven (7) reconfigured single-family lots and one (1) tract of private open space including an ingress-egress easement. This plat provides an opportunity to develop a neighborhood in a scale that is compatible with the existing development.

- 2. Compliance with the requirements of the Development Code, and in particular the blocks and lots proposed are capable of meeting all development and site design standards under the existing or proposed zoning.**

River Hills Estates is located in a "-P" zoning district which allows flexibility in the development standards of the Code. All proposed lots will maintain the 25' building line from River Hills Drive.

- 3. Any phasing proposed in the application is clearly indicated and demonstrates a logical and coordinated approach to development, including coordination with existing and potential development on adjacent property.**

The replat is proposed to be completed in one phase.

- 4. Any impacts identified by specific studies or technical reports, including a preliminary review of storm water, are mitigated with generally accepted and sound planning, engineering, and urban design solutions that reflect long-term solutions and sound fiscal investments.**

Review for impacts such as storm water was completed at the time of the original subdivision's approval. This proposed replat does not increase the intensity of the subdivision.

- 5. The application does not deter any existing or future development on adjacent property from meeting the goals and policies of the Master Plan.**

The application will have no effect on adjacent properties' abilities to meet the goals and policies of the Master Plan.

- 6. The design does not impede the construction of anticipated or planned future public infrastructure within the area.**

No anticipated or planned future public infrastructure is impeded by this design.

- 7. The recommendation of professional staff, or any other public entity asked to officially review the plat.**

Staff recommends approval of the application with conditions.

Staff Conclusion and Recommendation

Following review, staff recommends approval of the Application for Preliminary Plat for the subject property based on the merits of the application and the findings and conclusions in this report, subject to the following conditions:

1. Approval is based on the representations of the drawings presented as part of this application and does not waive any requirement or development standard contained in the Parkville Municipal Code.
2. The City shall not be responsible for maintenance of the private open space tract.

It should be noted that the recommendation contained in this report is made without knowledge of facts, public comments or any additional information which may be presented during the public hearing. For that reason, the conclusions herein are subject to change as a result of evaluating additional information; additionally, staff reserves the right to modify or confirm the conclusions and recommendations herein based on consideration of any additional information that may be presented.

Necessary Action

Following consideration of the Application for Subdivision - Preliminary Plat, supporting information, associated exhibits, factors discussed above, and any testimony presented during the meeting, the Planning and Zoning Commission should recommend approval, approval with conditions, denial, or postpone the application for further consideration. If approved subject to conditions, the conditions should be noted for the record. Unless postponed, the Planning Commission's action will be final, unless an Appeal of Decision is filed by the Board of Aldermen within 15 days of the Planning and Zoning Commission's decision per Section 403.010, Subsection H.

End of Memorandum

/s/ Brad Stanton
Brad Stanton
Planner

8-8-2022
Date



Application #: _____
Date Submitted: _____
Public Hearing: _____
Date Approved: _____

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Application for Subdivision – Preliminary Plat

Pre-application meeting required per Parkville Municipal Code Title IV, Section 403.010, Subsection C

1. Applicant/Contact Information

Applicant(s)

Name: Parkville Investors, LLC
Address: 10506 Riverview Pointe
City, State: Parkville, MO 64152
Phone: (816) 651-8375 Fax: _____
E-mail: corymiller@kw.com

Engineer/Surveyor(s) preparing plat & legal description

Name: RL Buford & Associates (Rob Young)
Address: PO Box 14069
City, State: Parkville, MO 64152
Phone: (816) 741-6152 Fax: _____
E-mail: rob@rlbuford.com

Owner(s), if different from applicant(s)

Name: _____
Address: _____
City, State: _____
Phone: _____ Fax: _____
E-mail: _____

Contact Person, if different from applicant(s)

Name: _____
Address: _____
City, State: _____
Phone: _____ Fax: _____
E-mail: _____

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that development in the City of Parkville is subject to the Municipal Code of the City of Parkville. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such or from the conditions as stated herein shall constitute cause for fines, punishments and revocation of approvals as applicable.

Applicant's Signature (Required) _____ Date: _____

Property Owner's Signature (Required) _____ Date: _____

2. Property Information

Proposed name of subdivision: Replat of Lots 23, 24, 25, 26, 27, 28, and 29, River Hills Estates

Current use(s) of the property: Residential

Current zoning district: _____

Acreage open space: 0.60 Proposed zoning: _____

Density of development: _____ Minimum lot size: _____

3. Signatures of Acknowledgement

The following signatures by authorized representatives indicate the entity had notice of the intent to subdivide and, pending detailed plan review can provide their applicable service to the proposed development. A signed letter from the entity may be submitted in place of a signature.

Water District (PWSD #1 or Missouri American Water Co.)
816.891.9141 816.741.2992

South Platte Fire Protection District (SPFPD)
816.741.2900

Sanitary sewer/septic (PCRS, Parkville Public Works or Platte County Health Department)
816.858-2052 816.741.7676 816.858.2412

Streets (Parkville Public Works)
816.741.7676

Missouri Department of Transportation (for access/adjacent to a state maintained roadway)
816.622-0414

Electricity (KCP&L)
816.471.5275

Natural Gas (Spire Energy DBA Missouri Gas Energy)
816.756.5252

School District (Park Hill or Platte County)
816.741.1521 816.858.2822

4. Public Improvements

- **All public improvements must be designed to city standards and require approval, guarantees and permits prior to installation.**

Length of proposed new roadways: _____

Proposed surface material: _____ Maximum grade: _____

General character of the neighborhood: _____

Are area streets and utilities sufficient to serve the property once subdivided? _____
(Note: a traffic study may be required in order to adequately address this question)

Explain: _____

Attach a stormwater management study showing facilities/improvements needed to handle stormwater adequately.

Attach a narrative addressing:

1. How the application is in accordance with the Master Plan and in particular the physical patterns, arrangement of streets, blocks, lots and open spaces, and public realm investments that reflect the principles and concepts of the plan.
2. Compliance with the requirements of the Development Code, and in particular the blocks and lots proposed is capable of meeting all development and site design standards under the existing or proposed zoning.
3. Any phasing proposed in the application is clearly indicated and demonstrates a logical and coordinated approach to development, including coordination with existing and potential development on adjacent property.
4. How any impacts identified by specific studies or technical reports, including a preliminary review of storm water, are mitigated with generally accepted and sound planning, engineering, and urban design solutions that reflect long-term solutions and sound fiscal investments.
5. How the application does not deter any existing or future development on adjacent property from meeting the goals and policies of the Master Plan.
6. How the design does not impede the construction of anticipated or planned future public infrastructure in the area.
7. Any other information relevant to the application.

5. Checklist of required submittals

- ☐ Completed application with authorization signatures of service providers.
- ☐ Application fee of \$300.00, plus \$5.00 per lot or tract. *This fee shall include the expense of initial engineering review, plus the expense of reviewing one re-submittal. All other expenses including, but not limited to, consulting fees, attorney fees, reproduction costs, mailing costs, and other expenses resulting from the necessary review, processing, filing, recording, and action on said applications or permits, shall be borne by the sub-divider based on actual costs.*
- ☐ Deed with owner's name and legal description of property to be platted.
- ☐ Five (5) copies 24" x 36" size, or larger sets, and one (1) electronic set (PDF format) of the preliminary plat containing the requirements outlined in Section 403.020 Subsection D. of the Development Code for initial staff and entity review. Additional large size copies may be requested following review by staff.
- ☐ Drainage plan containing the requirements outlined in Parkville Municipal Code Title IV, Section 404.030 Subsection C3.

For City Use Only

Application accepted as complete by: _____
Name/Title _____ Date _____

Application fee payment: Check # _____ Amount \$ _____

Final reimbursable costs paid (if applicable). Date of Action: _____

Planning Commission Action: ☐ Approved ☐ Approved with Conditions ☐ Denied Date of Action: _____

Conditions if any: _____

Board of Aldermen Action: ☐ Approved ☐ Approved with Conditions ☐ Denied Date of Action: _____

Conditions if any: _____

6. Subdivision – Preliminary Plat checklist for staff review

1. Basic Information

- a. Name of the plat, phase and/or number if applicable
- b. Name, address, contact information of person / registered surveyor or firm that prepared the plat
- c. Date plat was prepared, including any revision dates

2. Plat Information

- a. Full property/legal description
- b. Total land area in square feet and acres of property
- c. Boundary survey notes
- d. Dedication language for property to be subdivided
- e. Easement language for easements to be granted to utility companies franchised to operate in Parkville, Mo.
- f. Open space dedication if applicable

3. Plat Drawing

- a. Graphic, engineering scale
- b. North arrow
- c. Monumentation/symbology legend
- d. Vicinity map identifying boundaries and location of property in relation to City
- e. Property lines and lot dimensions with total land area in square feet and acres
- f. Numbering of all lots (Lot 1, Lot 2, Lot 3, etc.)
- g. Lettering of all tracts (Tract A, Tract B, Tract C, etc.)
- h. Watermark designation with labeling of any previously platted lots or tracts
- i. Proposed rights-of-way, public and/or private streets with dimensions, centerlines and names
- j. Proposed easements for access or utilities
- k. Dimensions of all radii, acres, points of tangency, central angles and lengths of curves
- l. Indication of FEMA Special Flood Hazard Areas (SFHA) if applicable

4. Signature Information

- a. Signature line with date for property owner(s) and notary public
- b. Signature line with date for Mayor (with full name), City Clerk (with full name), and Community Development Director (with full name) of the City of Parkville
- c. Ordinance number with date that the ordinance was passed by the Board of Aldermen
- d. Signature line with date for surveyor's certification (to be signed & stamped on all plat copies to be recorded)

