Major Subdivision Preliminary Plat Procedures

Review Criteria. A preliminary plat shall be reviewed according to the following criteria:

1. The application is in accordance with the comprehensive plan and in particular, the physical development patterns; the arrangement of streets, blocks, lots and open spaces; and the public realm design and investments reflect the principles and concepts of the plan.
2. Compliance with the requirements of this 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 districts.
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, and that the timing, location and construction of amenities is consistent throughout phases.
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.
5. The application does not prevent any existing or future development on adjacent property from meeting the goals and policies of the comprehensive plan.
6. The design does not impede the construction of anticipated or planned future public infrastructure within the area.
7. The recommendations of professional staff or any other public entity or review agencies asked to review the plat.

Review Procedure. In addition to the general requirements in Table 2-1 and Section 2.01, the following procedures apply to preliminary plat applications:

1. The applicant shall submit proof that the proposed plat has been reviewed by all affected utility companies or agencies and demonstrate how any comments from these companies and agencies shall be addressed.
2. Preliminary grading and drainage plans, including the location and size of all storm sewers, existing and proposed contours, and the dimensions of all open drainage ways shall be submitted to the Public Works Department.
3. After receipt of all comments, or after the expiration of the referral notice period, the applicant shall meet with the Director to review the recommendations of the departments, companies or agencies.
4. The Planning Commission shall make a decision within 60 days of submission of the plat to the Commission, unless the applicant consents to a longer period for consideration.
5. The Director may accept simultaneous submission of the preliminary and final plats if the submittal meets the technical elements of each. The application shall otherwise follow all other procedures and review criteria for each application, and the applicant accepts the risk that additional designs for the final plat may need to be revised based on the preliminary plat review.

Effect of Decision. The approval of the preliminary plat does not constitute an acceptance of the subdivision but authorizes preparation of the final plat.

Term of Expiration. The approval of the preliminary plat shall be effective for two years, except that any official submittal of final plat for any phases indicated on a preliminary plat shall stay the two-year period, and approval of the final plat shall restart a new two-year period for remaining portions of the preliminary plat. The Planning Commission may grant an extension of this period for up to one year, if the applicant demonstrates substantial progress towards the design and engineering requirements necessary to submit a final plat. Any such extension shall be requested by the applicant in writing prior to the expiration of the preliminary plat.

Preliminary Plat Application

Return Form to:
Planner
Joplin City Hall
602 S. Main Street
Joplin, Missouri 64801
417-624-0820 Ext. 1511
Zoning-Planning@JoplinMO.org

Office Use Only

Case No.: _____
Filing Fee: $200.00 + $15 per lot
Received: _____
Subdivision No.: _____
Proj. No.: _____

Applicant: _____ Phone No.: _____

Address: _____ Email: _____

Owner: _____ Phone No.: _____

Address: _____ Email: _____

Location of Property: _____

Present Use of Property: _____ Zoning:_____

Design Professional who Prepared the Plat: _____

Phone No.: _____ Email: _____

Name of Subdivision: _____

Total Acres: _____ Total Lots: _____

Instructions:
The following checklist is to be completed **by the applicant** and shall accompany the Preliminary Plat when it is submitted to the Planning and Zoning Commission. If the answer to any of the questions is "No," a written explanation should accompany this checklist.

To be shown on plat: The following information is **required** to be shown on the plat.

Yes	No	
☐	☐	Name of the subdivision
☐	☐	Location of boundary lines and reference to section or quarter-section lines
☐	☐	Legal description, complete with Section, Township, Range, principal meridian, county
☐	☐	Name and address of owner(s)
☐	☐	Name and address of subdivider(s)
☐	☐	Name of planner, engineer, landscape architect, or surveyor who prepared the preliminary plat
☐	☐	Scale of Plat, 1" = 100' or larger, north arrow, and date of preparation
☐	☐	Current zoning classification and proposed use of the area being platted
☐	☐	Location, width, and name of platted streets or other public ways, railroad rights-of-way, utility easements, parks, and other public open spaces
☐	☐	Location of permanent buildings within and adjacent to the proposed subdivision
☐	☐	Location of existing sewers, water mains, gas mains, culverts, or other underground installations within and adjacent to the proposed subdivision with pipe size, sewer main material, manholes, grades, elevation, and location
☐	☐	Location of conduit to be installed for future communication systems
☐	☐	General plan of sewage disposal, water supply, and utilities, including any proposed or extended utilities
☐	☐	Location of fire hydrants, streetlights, and sidewalks
☐	☐	Names of adjacent subdivisions together with arrangement of streets and lots and owners of adjacent parcels or un-subdivided land
☐	☐	Topography at contour intervals of not more than two feet referred to U.S.G.S. or City datum and location of water courses, bridges, wooded areas, lakes, ravines, and other significant physical features
☐	☐	Arrangement of lots and their approximate sizes
☐	☐	Location and width of proposed streets, alleys, pedestrian ways, and easements

☐	☐	Location and size of proposed parks, playgrounds, churches, school sites, or other special uses of land to be considered for reservation for public use
☐	☐	Relationship to adjacent un-subdivided land
☐	☐	Approximate gradient of streets
☐	☐	Gross acreage of the subdivision; acreage dedicated to streets and other public uses; total number of buildable lots; maximum, minimum, and average lot sizes

Development of Land:

Yes	No	
☐	☐	Does the proposed subdivision design conform to the Comprehensive Plan?
☐	☐	Will the proposed subdivision make the development of adjacent property more difficult?
☐	☐	Are lots sized appropriately for zoning district?
☐	☐	Are all lots free from floodplain encroachment?
☐	☐	Are drainageways and other drainage facilities sufficient to prevent flooding both on-site and off-site?
☐	☐	Are all lots buildable with respect to topography, drainageways, bedrock, and soil conditions?
☐	☐	Do proposed street grades and alignment meet all requirements?
☐	☐	Is the proposed subdivision inside the City limits?

Submission of Documents: The following documents **must** be submitted in addition to this application.

Yes	No	
☐	☐	Were 12 copies of the preliminary plat submitted?
☐	☐	Was a .pdf copy, ArcGIS-compatible shapefile, and .docx of legal description submitted on thumb drive?
☐	☐	Was the preliminary plat fee of $_____ paid?

Preliminary plats that do not meet subdivision regulations, are incomplete, or missing required documents will **not** be processed or scheduled on an agenda to the Planning and Zoning Commission until corrected.

Signature: _____ **Date:** _____