

CITY OF NEW MELLE  
State of Missouri

PLANNING AND ZONING COMMISSION  
BOARD OF ALDERMEN  
RECORD PLAT

APPLICANT:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

STREET ADDRESS OF PROPERTY: \_\_\_\_\_  
\_\_\_\_\_

OWNER (attach additional)

Contract Purchaser/Developer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Facsimile

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Facsimile

LEGAL DESCRIPTION OF PROPERTY (other than address) \_\_\_\_\_  
\_\_\_\_\_

EXISTING ZONING: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_  
\_\_\_\_\_

DATE PRELIMINARY PLAT OR FINAL PLAN APPROVED: \_\_\_\_\_

RECORD PLAT REVIEW FEE SUBMITTED (see Zoning Ordinance for amount): \_\_\_\_\_

## RECORD PLAT

The following procedure outlines the steps required for a record plat to be filed. Detailed requirements are listed in the Rules for Land Subdivision Ordinance:

- A. The applicant's initial submittal for review will consist of the following:
  - 1. A completed Record Plat Application/Checklist.
  - 2. Two (2) paper copies of the proposed plat.
  - 3. A detailed Engineer's Estimate for all required subdivision improvements in categories conforming to the city's standard escrow agreement.
  - 4. A copy of the deed restrictions or covenants for the proposed subdivision.
  - 5. Copy of all off-site easements.
  - 6. Required fees.
  
- B. The applicant will make all correction as required. If numerous corrections are required, the applicant should resubmit in accordance with Step 1.
  
- C. Once all corrections have been approved, the applicant will submit the following for Plat approval (construction plans must be approved prior to this submission):
  - 1. Two (2) original Mylar copies of the plat with all required signatures and certificates.
  - 2. Twenty (20) paper copies of the proposed plat.
  - 3. Completed escrow agreement with al signatures.
  - 4. Copy of filed off-site easements.
  
- B. The property shall be identified with proposed zoning classification, lot lines and location, including dimensions, bearings, angles and size, correlated with the legal description of said property. The Site Plan shall be designed and prepared by a qualified land planner, registered professional architect, engineer or land surveyor. It shall also include the name and address of the property owner(s), developer(s), and designer(s) and their registration seal.
  
- C. After approval by the Board of Aldermen and certification by the city clerk, the developer will pick up the original Mylar from the city and have the Record Plat filed at St. Charles County.

- \_\_\_ Completed application
- \_\_\_ Engineer's Estimate for all required subdivision improvements in categories conforming to the city's standard escrow agreement.
- \_\_\_ A copy of the deed restrictions or covenants for the proposed subdivision.
- \_\_\_ Copy of all off-site easements.
- \_\_\_ Required fees.
- \_\_\_ The applicant is required to appear before the Commission.

***Please Note:***

Prior to approval of a Building Permit, a Construction Site Plan must be reviewed and approved by the City Engineer. In addition, the appropriate Fire Protection District will need to review and approve the development.

Any signage to be placed on the subject property requires a separate Sign Permit.

Any business occupying the site requires approval of a Business License.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**NOTE: By affixing signatures to this application form, the Applicant and Owner hereby verify that: they have reviewed the applicable zoning regulations; they are familiar with the specific requirements relative to this application; and they take full responsibility for this application. The above signatures further indicate that the information provided on this form and on any additional data attached hereto is true, complete, and accurate.**