City of Carl Junction

PLAT APPROVAL PROCESS

Any subdivision of land within the jurisdiction of the City of Carl Junction must, with certain exceptions, follow the procedures outlined below. The simple division of one lot into two lots may qualify for a Lot Split, explained in the subdivision regulations.

The applicant shall first meet with the City Clerk to receive an explanation of the subdivision procedure and its requirements, information on the current zoning, and an application form.

The application form shall be completely filled out and returned to the City Clerk with the appropriate filing fee and any required supplemental information. As a part of the application, 10 copies of a preliminary plat conforming to the requirements of the subdivision regulations and a vicinity map showing the location of the proposed subdivision shall be submitted. An application shall not be processed until it has been fully completed, the appropriate fee paid, and all requested information submitted. These plats shall be filed with the City Clerk at least twenty-one (21) days prior to a regular meeting of the City Planning Commission at which the preliminary plat is to be considered.

The City Planning Commission, based on the standards set out in the subdivision regulations, may approve, approve conditionally, or disapprove the preliminary plat within 60 days of the plat presentation at a regularly scheduled meeting. Action by the City Planning Commission shall be conveyed to the Subdivider in writing. The Board of Aldermen shall consider the City Planning Commission’s recommendation and approve, conditionally approve, or disapprove the plat within 60 days of the meeting of the City 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.

Construction improvements are prohibited until the Board of Aldermen has approved the preliminary plat. Once the preliminary plat is approved, improvements must be made before the Board gives approval of the final plat.

The Board of Aldermen’s approval of the preliminary plat shall be effective for 2 years.

The Subdivider shall submit the final plat application form, along with the appropriate fee and any required supplemental information. Included as a part of the application shall be two originals and 10 copies of the final plat prepared in accordance with the subdivision regulations.

The City Planning Commission shall review the final plat, and, based on the approved preliminary plat and the standards set out in the subdivision regulations, approve or deny the final plat.

The Board of Aldermen shall review the final plat for consideration for any dedication from the Subdivider of street rights-of-way, drainage easements, parklands, or other property to be used for public purposes and shall approve or deny the plat.
City of *Carl Junction*

PRELIMINARY PLAT CHECKLIST

Return this form to:
City Clerk
P.O. Box 447
Carl Junction, MO 64834
417-649-7237
FAX 417-649-6843

For Office Use Only:
Case No: ___________________________
Date of submission: __________________
Date Advertised: ____________________
Date notices sent: ____________________
Public Hearing Dates: __________________
Filing Fee: __________________________

1. Name of Subdivision: ___________________________

2. Name of Owner: ___________________________

3. Name of Subdivider: ___________________________

4. Name of Person Preparing the Plat: ___________________________

5. Location of Property/Streets: ___________________________

6. Present Zoning of Property: ___________________________

7. Present Uses of Property: ___________________________

8. No. of Acres in Total Tract: ___________________________ No. of Lots: ___________________________

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

9. Does the Preliminary Plat show the following information?  
   Yes  No
   A. Name of the Subdivision
   B. Location of boundary lines and reference to section or quarter-section lines
   C. Legal description, complete with Section, Township, Range, principal meridian, county
   D. Name and address of owner(s)
E. Name and address of subdividers

F. Name of surveyor or engineer preparing the Plat

G. Scale of Plat, 1" = 100' or larger, and north arrow

H. Date of preparation and graphic scale

I. Current zoning classification and proposed use of the area being platted

J. Location, width and name of platted streets or other public ways, railroad rights-of-way, utility easements, parks and other public open spaces and permanent buildings within or adjacent to the proposed subdivision.

K. Location of existing sewers, water mains, gas mains, culverts or other underground installations within or adjacent to the proposed subdivision with pipe size, manholes, grades and location.

L. Names of adjacent subdivisions together with arrangements of streets and lots

M. Topography at contour intervals of not more than two feet referred U.S.G.S. or City datum and location of water courses, bridges, wooded areas, lakes, ravines and other significant physical features.

N. Arrangement of lots and their approximate sizes

O. Location and width of proposed streets, alleys, pedestrian ways and easements

P. General plan of sewage disposal, water supply and utilities, if public

Q. Location and size of proposed parks, playgrounds, churches, school sites, or other special uses of land to be considered for reservation for public use.

R. Relationship to adjacent un-subdivided land

S. Approximate gradients of streets
T. Gross acreage of the subdivision; acreage of dedicated streets and other public uses; total number of buildable lots; maximum/minimum and average lot sizes.

10. Does the proposed subdivision design conform to the Comprehensive Plan?

11. Will the proposed subdivision make the development of adjacent property more difficult?

12. Are lots sized appropriately for zoning district?

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 requirements?

17. Is the proposed subdivision inside the city limits?

18. Were 10 copies of the Preliminary Plat submitted?

19. Was the preliminary plat fee of $________ paid?

Preliminary plats that do not meet subdivision regulations will not be processed to the City Planning Commission until corrected.
City of Carl Junction

FINAL PLAT CHECKLIST

Return this form to:
City Clerk
P.O. Box 447
Carl Junction, MO 64834
417-649-7237
FAX 417-649-6843

For Office Use Only:

Subdivision:
Date Submitted:
Date of Meeting:
Filing Fee:
Case No:

1. Name of Subdivision:

2. Name of Owner:

3. Name of Subdivider:

4. Name of Person Preparing the Plat:

5. Location of Property/ Streets:

6. Present Zoning of Property:

7. Present Uses of Property:

8. No. of Acres in Total Tract: No. of Lots:

Instructions:
The following checklist is to be completed by the City Clerk and should accompany the Final Plat when it is submitted to the City Planning Commission. If the answer to any of the questions is "No" a written explanation must accompany this checklist.

9. Does the Preliminary Plat show the following information? Yes No

   A. Name of the Subdivision

   B. Location of section, township, range, county and state, including the descriptive boundaries of the subdivision based on accurate traverse, giving angular and linear dimensions which must be mathematically correct.

5
C. Location of monuments or bench marks. 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.

D. The location of lots, blocks, 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. Dimensions shall be shown from all curbs to lot lines.

E. Lots numbered clearly, Blocks numbered or lettered clearly in the center of the block.

F. Exact locations, widths and names of all streets and alleys to be dedicated.

G. Boundary lines and descriptions of the boundary lines of any area other than streets and alleys, which are to be dedicated or reserved for public use.

H. Minimum area and associated minimum elevation for the building on each lot planned as a building site when requested by City Planning Commission.

I. Building setback lines on the front and side streets with dimensions.

J. Name and address of the registered engineer or land surveyor preparing the plat.

K. Scale of plat, 1" = 100' or larger, date of preparation and north arrow.

L. Statement dedicating all easements, streets, alleys and all other Areas not previously dedicated.

M. Location and size of park to be dedicated for public use Including acreage.

10. Were two originals on mylar, tracing cloth, or similar material and 10 copies submitted?
11. Have all acknowledgments been signed?  

12. Have certifications been submitted stating that all taxes and special assessments due and payable have been paid?  

13. Deed Restrictions:  
   Are any deed restrictions planned for subdivision?  
      If so, has a copy been submitted?  

14. How has installation of the following improvements been guaranteed?  
<table>
<thead>
<tr>
<th></th>
<th>Construction</th>
<th>Bond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Streets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alleys</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storm drainage system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monuments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curbs and gutters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sidewalks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pedestrian walkways</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street lights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others as required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

15. Are additional comments attached?  

16. Was the Final Plat fee of $_______ paid?
6. DETENTION

1) Detention facilities shall be required for all land development on any site having a gross land area of one-half acre or more, regardless of land use. Exceptions to this requirement include:

A. Additions to, improvements, and repair of existing single-family and duplex dwellings;

B. Construction of any buildings, structures, and/or appurtenant service roads, drives, and walks on a site having previously provided stormwater control as part of a larger unit of development;

C. Remodeling, repairing, and improving any existing structure or facility and appurtenance that does not cause an increased area of impervious surface on the site;

D. Construction of any one new single-family or duplex dwelling unit, irrespective of the site area on which the same may be situated, unless the surrounding area has the potential to allow for more development;

E. The developer provides an adequate study by a registered professional engineer that quantifies the problems and demonstrates that a waiver of a specific requirement is appropriate;

F. Areas where the City Engineer agrees that detention facilities will serve little purpose, in which case, the City may accept payment in lieu of constructing a detention facility. Payment shall be as follows:

   - R-1 and R-2
     - $1,000 per lot

   - All Other Zoning
     - $1 per cubic foot for 1 to 30,000 cubic feet of storage
     - $0.75 per cubic foot for 3,001 cubic feet and above

2) Detention storage capacity shall be determined by hydrograph routing methods.

Routing calculations shall be submitted in legible tabulated form. Proof of adequacy of the volume of detention and sizing computations for low-flow structures shall also be submitted. Features of stability and safety will also need to be documented if the scope of the project requires special attention in this area of design.

3) The following conditions and limitations shall be observed in the selection and use of method of detention

   General Location: Detention facilities shall be located within the parcel limits of the project site under consideration with the following exceptions:

   (1) No detention or ponding will be permitted within existing public road rights-of-way without specific written approval of the Director of Public Works.

   (2) Location of detention facilities immediately downstream of the project will be considered by special request if proper documentation is submitted with reference to practicality, feasibility, proof of ownership or right-of-use of the area proposed, and provisions are made for perpetual maintenance.
Detention facilities shall be a part of a development where provisions are made for perpetual maintenance, and shall be within a dedicated easement. Maintenance of the facility will be the responsibility of the property owner.

When it cannot be proven that the facility will be perpetually maintained, the detention facility shall be dedicated to the City and the City shall be responsible for maintenance the same as if it were road right-of-way. The developer will be required to maintain the detention facility for a period of two years and correct any deficiencies found during that time. The developer will also be required to pay a one-time maintenance fee to the City.

Payment shall be as follows:

(Detention Pond Acres) x ($8,000)

Detention pond acres shall include the total area being dedicated to the City.

This payment is intended to cover the perpetual maintenance cost of the detention facility.

7) Dry Reservoirs: Wet weather ponds or dry reservoirs shall be designed with proper safety, stability, and ease of maintenance features. Maximum side slopes for grassed reservoirs shall not exceed one (1) foot vertical for three (3) feet horizontal (3:1). In no case shall the limits of maximum ponding elevation be less than two (2) feet vertically below the lowest sill elevation, nor should the maximum limits of ponding be designed closer than ten (10) feet from a building unless waterproofing of the building and pedestrian accessibility are properly mulched, sodded, or paved. A minimum of one (1) foot of freeboard is required above the spillway. The outlet structure shall be concrete or other equivalent material. Spillway areas shall be lined in accordance with open channel requirements. Details of spillway and outlet structures shall be provided.

8) Open Channels: Normally permitted open channels may be used as detention areas, provided that the limits of the maximum ponding elevation are not closer than thirty (30) feet horizontally from any buildings with habitable areas below ground level, and less than two (2) feet below the lowest sill elevation of any building. In no case shall the maximum limits of ponding be designed closer than ten (10) feet from a building unless waterproofing of the building and pedestrian accessibility are properly documented. No ponding will be permitted within public rights-of-way without specific written approval of the Director of Public Works. Maximum depth of detention in open channels shall be four (4) feet. Minimum flow line grade shall be 0.5 percent.

For trapezoidal sections, the maximum side slopes of the detention area of the channel shall not exceed one (1) foot vertical for three (3) horizontal (3:1). For design of other typical channel sections, the features of safety, stability, and ease of maintenance shall be observed.

The entire reservoir area of the open channel shall be seeded, fertilized and mulched, sodded, or paved.

The hydraulic elevations resulting from channel detention shall not adversely affect adjoining properties.
9) Permanent Lakes: Permanent lakes with fluctuating volume controls may be used as detention areas provided that the limits of maximum ponding elevations are no closer than thirty (30) feet horizontally from any building and less than two (2) feet below the lowest sill elevation of any building.

Maximum side slopes for the fluctuating area of permanent lakes shall be one (1) foot vertical to three (3) feet horizontal (3:1) unless proper provisions are included for safety, stability, and ease of maintenance.

Maximum fluctuation from permanent pool elevation to maximum ponding elevation shall be three (3) feet.

The entire fluctuating area of the permanent reservoir shall be seeded and fertilized and mulched or sodded or concrete paved. Any area susceptible to or designed as overflow shall be lined in accordance with open channel requirements.

10) Parking Lots: Detention will not be permitted in primary parking lots. A primary parking lot will be considered to be the most accessible 80 percent of total parking for a facility.

In non-primary parking lots, detention will be permitted to a maximum depth of twelve (12) inches.

In no case should the maximum limits of parking lot ponding be designed closer than ten (10) feet from a building unless waterproofing of the building and pedestrian accessibility are provided and properly documented.

When detention is being effected on parking lots by means of retaining walls or curbs, these retaining walls and curbs must be constructed of reinforced concrete.

The minimum freeboard from the maximum ponding elevation to the lowest sill elevation shall be two (2) feet.

11) Rooftops: Detention may be provided on rooftops. Details shall be provided, including structure information for review.

12) Detention facilities shall be provided with obvious and effective outlet control structures. These outlet structures may include V-notch weirs or rectangular weirs, as well as pipe.

The outlet structure shall be designed to control the discharge rates for the 2-, 10-, and 100-year return periods. The maximum release rates shall be equal to or less than the pre-developed runoff.

Low-flow pipes shall not be smaller than four (4) inches in diameter to minimize maintenance and operating problems, except in parking lot and roof detention, where minimum size and configuration of opening shall be designed specifically for each condition.

Overflow spillways will be required on all detention facilities that have storage volumes of 1,000 or more cubic feet.

The principal spillway shall be designed to convey all discharge from the detention facility in...
excess of the 100-year storm, and shall function without mechanical or electrical components.

The overflow spillway shall exit into a natural or improved drainageway. If the drainageway does not provide for public access, then topographic detail, along with a profile of the centerline of the drainageway shall be provided from the overflow spillway to the point of public access. This detail shall show all topography within ten feet of the centerline of the drainageway, centerline profile, typical cross-section, and capacity of the drainageway.

If the capacity of the existing drainageway is inadequate to carry the total peak runoff, necessary improvements to the drainageway may be required to provide for the total peak runoff.

10) Special emergency spillways are required for dams exceeding ten feet in height. Dams impounding more than 30 acre-feet shall meet the requirements of the Missouri Dam and Reservoir Safety Council.

11) Off-site Detention: Stormwater detention facilities designed and constructed off-site or outside the limits of the proposed development will be considered for approval. This approval is contingent upon documentation being furnished to verify that drainage easements have been obtained for the channel area from the proposed development to the detention facility and including the detention area. The drainage easements must clearly set out provisions for maintenance.

12) Regional Detention: Detention facilities designed and located to provide detention on major drainage channels will be considered as a regional detention facility. The drainage area considered for a regional detention facility must be 640 acres or greater. The facility must provide a detention volume for a 100-year storm for the entire drainage area, and must be designed with a variable control outlet structure that has a one (1) year maximum outlet opening. The regional detention facility must be designed with a low flow concrete channel through the limits of the basin. Upon conceptual approval of the location and final approval of the design and construction, the City Engineer may accept the responsibility for the maintenance of the regional facility. Drainage and access easements will be required giving the authority to gain vehicular access to the facility from a public street.

13) Temporary Detention: It may be advantageous in some situations to delay the building of the permanent detention facilities until after the completion of the other improvements. In these situations, temporary detention facilities must be provided. The permanent or temporary detention facilities must be constructed and be functional before proceeding with any other construction.