

**SECTION 415.070: LEGAL NOTICE**

A public hearing shall be held by the Planning and Zoning Commission and City Council before adoption of an ordinance approving a subdivision. Notice of such hearings shall be given by publication in some legal newspaper of general circulation stating the time and place of such hearing which shall not be earlier than fifteen (15) days from the date of such public hearing; further, the property owners abutting the property proposed to be subdivided shall be mailed a notice of the public hearing by regular mail service. (R.O. 2009 §16.12.050; Ord. No. 4036 §13, 1979)

**ARTICLE IV. RESERVED**

*Editor's Note—Ord. no. 5865 §III, adopted December 5, 2011, repealed article IV "sketch plan" sections 415.080—415.100 in its entirety. Former sections 415.080—415.100 derived from R.O. 2009 §§16.16.010—16.16.030; ord. no. 4036 §3A(part), 1979.*

**SECTIONS 415.080—415.100: RESERVED**

**ARTICLE V. FEES**

**SECTION 415.110: SCHEDULE**

A. Subdivision fees as provided for in Section 415.120 are established based on the following schedule:

- 1. One (1) to ten (10) lots . . . . . \$ 25.00
- 2. Eleven (11) or more lots . . . . . \$ 50.00

B. A preliminary and final plat submitted at the same time shall require the payment of only one (1) subdivision fee. (R.O. 2009 §16.20.010; Ord. No. 4049 §1, 1979)

**ARTICLE VI. PRELIMINARY PLAT**

**SECTION 415.120: GENERALLY**

After receiving the comments of the Zoning Officer on the sketch plan, the owner of the tract or his/her agent may prepare a preliminary plat and other information containing such data as is outlined in this Title and shall submit it to the City Planning and Zoning Commission for its preliminary approval or rejection. At the same time a fee shall be paid to the City. The fee schedule shall be established by the City Council by separate ordinance. The fee shall not be returned. The fee shall be used for the purpose of providing funds for the administrative costs incidental to the processing of the plat by the City Planning and Zoning Commission and their officers or employees and/or City Council, including review of improvement plans, meetings and any other costs incurred in the processing of plat. The preliminary plat shall be prepared by an engineer or surveyor. (R.O. 2009 §16.24.010; Ord. No. 4036 §3B(part), 1979)

**SECTION 415.130: SUBMISSION TO ZONING OFFICER**

- A. The preliminary plat shall be submitted to the City Planning and Zoning Commission by submitting four (4) copies plus one (1) eight and one-half (8.5) by eleven (11) inch reduction to the Zoning Officer and other pertinent information and descriptive material essential to the understanding of the proposed subdivision and its relationship to existing subdivisions and surrounding areas. The preliminary plat shall tie into the State plane coordinates of the Scott and/or New Madrid County geographic information system (GIS). The Zoning Officer shall notify the Chairman and members of the City Planning and Zoning Commission of its submission.
- B. Prior to consideration by the City Planning and Zoning Commission, the Zoning Officer shall provide the preliminary plat with other pertinent information and descriptive material to the following individuals for their review and comment:
1. Public Works Director, Public Safety Director and City Engineer of Sikeston;
  2. State Highway Department and/or County Highway Department if the plat is adjacent to such a State highway or County road;
  3. Superintendent of Public Schools;
  4. Director of the Board of Utilities;
  5. Franchised utilities as affected;
  6. County Health Department. (R.O. 2009 §16.24.020; Ord. No. 4036 §3B(part), 1979; Ord. No. 5865 §IV, 12-5-11)

**SECTIONS 415.140—415.150: RESERVED**

*Editor's Note—Ord. no. 5865 §§V—VI, adopted December 5, 2011, repealed section 415.140 "submission to subdivision review committee" and section 415.150 "review by subdivision review committee" in their entirety. Former sections 415.140—415.150 derived from R.O. 2009 §§16.24.030—16.24.040; ord. no. 4036 §3B(part), 1979.*

**SECTION 415.160: APPROVAL AND DISAPPROVAL**

The City Planning and Zoning Commission shall hold a regular meeting the second (2nd) Tuesday of each month. Preliminary plats for review should be submitted to the City Planning and Zoning Commission twenty-five (25) days prior to the monthly meeting. The City Planning and Zoning Commission shall recommend approval or rejection to the City Council of the preliminary plat within forty-five (45) days, by notification to the subdivider stating its approval or reason for its rejection. The developer or a representative shall appear at the Planning and Zoning Commission and City Council meetings. If the preliminary plat is approved, the subdivider may proceed with the final plat which must be submitted within one (1) year of the date of approval of the preliminary plat or such preliminary plat shall be void unless an extension of time is granted by the Commission. If the preliminary plat is disapproved or approved on certain conditions, this will be transmitted in a statement by the Zoning Officer. (R.O. 2009 §16.24.050; Ord. No. 4036 §3B(part), 1979; Ord. No. 5865 §VII, 12-5-11)

**SECTION 415.170: REQUIRED INFORMATION**

In seeking to subdivide land, the owner shall submit four (4) blue or black line prints of a preliminary plat to the City Planning and Zoning Commission in the manner mentioned in Section 415.130 for their approval or rejection before submission of the final plat and plans. Preliminary plats shall tie into the State plane coordinates of Scott and/or New Madrid County's geographic information system (GIS), and shall be drawn to a scale of not less than one (1) inch to one hundred (100) feet or one (1) inch to two hundred (200) feet if the area platted will not fit on a thirty (30) by thirty-six (36) inch Mylar at a scale of one (1) inch to one hundred (100) feet and shall show:

1. Name and address of developer and firm or engineer making plat, as well as the name of the subdivision and its total acreage;
2. North point, scale and date; and
3. Location of property being subdivided by section, township and range or U.S. survey, with names and boundaries of adjoining subdivisions or owners of unsubdivided properties inclusive of boundary lines of any incorporated areas within or adjoining the subdivision;
4. Streets and alleys in abutting properties or connections to other streets bordering the property with the type and width of existing paving, together with the location of existing structures, right-of-way and easements with their widths;
5. Contours, when deemed necessary by the City Planning and Zoning Commission or City Council, at one (1) foot intervals on subdivisions containing more than two (2) acres;
6. Watercourses, sink holes, tree masses and other similar existing features, together with existing public utilities, including storm and sanitary sewers, within the tract and similar facts regarding existing conditions on property immediately adjacent thereto;
7. Proposed location and width of streets or alleys with type and width of proposed paving, together with proposed easements for utilities, storm and sanitary sewers and approximate locations of catch basins;
8. Proposed location of lots giving scaled dimension of all sides, block and lot numbers and approximate area of all irregularly shaped lots with proposed building lines. Corner lots shall have extra width to provide for building lines on both front and side streets with special consideration given to lots that abut major thoroughfares;
9. Proposed dedications inclusive of corner roundings, widening strips and any proposed parks;
10. Existing and any proposed zoning of the proposed subdivision and existing zoning of adjacent tracts of land shall be shown within one hundred (100) feet;
11. The general location and character of proposed storm drainage and sanitary sewer facilities;
12. A statement describing the proposed availability of water and electrical supply;
13. A small key map showing the proposed subdivision in relation to major streets, parks, schools and commercial areas. This may be in the form of a City map;

14. The 100-year flood plain must be shown on the plat showing affected area;
15. Indication of existing and proposed use of all parcels identified; and
16. Name of all streets within and adjoining the subdivision. (R.O. 2009 §16.24.060; Ord. No. 4036 §4(A), 1979; Ord. No. 5865 §VIII, 12-5-11)

## ARTICLE VII. FINAL PLAT

### SECTION 415.180: GENERALLY

Following approval of the preliminary plat, the subdivider shall submit to the City Planning and Zoning Commission and the City Council an original of the final plat and restrictions with four (4) prints and one (1) electronic copy of the final plat, with any restrictions, on a compact disk (CD), in a .pdf document formatted for large scale printing. If any restrictions are too lengthy to be placed on the plat, they may be filed separately. The plans relating to construction data shall bear the signature and seal of a civil engineer or registered land surveyor licensed to practice professional engineering in the State and acceptable to the City. The City Planning and Zoning Commission and City Council shall approve the plat, plans or both, unless there is a substantial deviation from the preliminary plat. (R.O. 2009 §16.28.010; Ord. No. 4036 §3(C)(part), 1979; Ord. No. 5865 §IX, 12-5-11)

### SECTION 415.190: AUTHORITY OF CITY COUNCIL

After action of the City Planning and Zoning Commission, the subdivision plat, plans and restrictions, if any, shall be submitted to the City Council for final approval or rejection and for acceptance or rejection of streets, alleys, ways, easements, parks or other areas for or dedicated to the public. However, if the City Planning and Zoning Commission has not or does not approve both the final plat and plans of the subdivision, the City Council may approve the plat and accept the public areas and easements thereon only by a two-thirds ( $\frac{2}{3}$ ) vote of the entire membership of the City Council. (R.O. 2009 §16.28.020; Ord. No. 4036 §3(C)(part), 1979)

### SECTION 415.200: REQUIRED INFORMATION

Four (4) blue or black line prints of the original final plat, drawn to a scale of not less than one (1) inch to one hundred (100) feet shall be submitted to the City Planning and Zoning Commission before submission to the City Council for their approval. On the larger areas a scale of one (1) inch to two hundred (200) feet will be acceptable. The final plat shall tie into the State plane coordinates of the Scott and/or New Madrid County geographic information system (GIS) and show:

1. Boundaries of the property subdivided showing the location and extent with relation of such land to adjacent subdivision, section, township and range or U.S. survey and boundary lines of any incorporated areas within or adjoining the subdivision, together with points of compass, scale, name of subdivider and certificate of registered land surveyor;
2. The name and alignments of all proposed streets and alleys with their width and distance to adjoining streets and alleys;

3. All lot lines, building lines and easement dimensions, both linear and angular, necessary for location boundaries of the subdivided area or building lines, streets, alleys, easements and building lines and any other areas reserved for public or private use. The linear dimensions shall be expressed in feet and decimals of a foot and the angular dimensions in degrees, minutes and seconds;
4. Radii, arcs, chords, points of tangency, central angles for all curvilinear streets or any combination of the above dimensions to be calculated and radii for all rounded corners;
5. All monuments together with their descriptions and a certification on the final plat signed and sealed by a registered engineer or land surveyor which contains a legal description of the land included in the subdivision and all necessary explanation of dimensions and references to monuments;
6. Any private restrictions shall be shown on the plat or references made to them thereon. Plats shall contain proper acknowledgments of owners and/or developer accepting the restrictions. Restrictions shall be filed with the plat for review and a final copy filed with the officer after approval has been given by the City Council;
7. When any streets or other property is to be dedicated to public use, the party or parties submitting the plat must furnish an attorney's opinion or a title insurance policy or commitment showing insurable title in fact as that term is developed and defined by the title examination standards of the Missouri Bar to be fully vested in the party or parties making the dedication;
8. A certificate shall accompany the final plat showing that all taxes due and payable shall have been previously paid;
9. The designing engineer shall certify that each lot meets the minimum square footage requirement of the City zoning ordinance;
10. Improvement plans shall also be submitted with the final plat showing the profiles of all streets, storm and sanitary sewers and drainage structures together with the typical cross sections;
11. Certifications of approval signed by the Zoning Officer, Chairman of the Planning and Zoning Commission and the Mayor of the City with attestation by the City Clerk. (R.O. 2009 §16.28.030; Ord. No. 4036 §4(B), 1979; Ord. No. 5865 §X, 12-5-11)

#### **SECTION 415.210: RECORDED FINAL PLAT**

Upon recording the final plat with the appropriate County, the subdivider shall provide the Zoning Officer with one (1) fully executed original and one (1) electronic copy on a compact disk (CD) as a .pdf document, formatted for large-scale printing. (R.O. 2009 §16.28.040; Ord. No. 4036 §3(E), 1979; Ord. No. 5865 §XI, 12-5-11)

**ARTICLE VIII. DESIGN AND DEVELOPMENT STANDARDS****Division 1. General Requirements****SECTION 415.220: MINIMUM STANDARDS**

No subdivision plat shall be approved by either the City Planning and Zoning Commission or the City Council unless it meets at least the minimum standards and requirements as found in this Chapter. (R.O. 2009 §16.32.010; Ord. No. 4036 §5(part), 1979)

**Division 2. Easements And Drainage Systems****SECTION 415.230: EASEMENTS**

Easement of not less than ten (10) feet in width shall be provided on each side of all rear lot lines and on side lines where necessary for poles, wires, conduits, storm and sanitary sewers, gas and water mains. Easements of greater widths may be required where necessary for the extension of main sewers and similar utilities, easements of lesser widths may be allowed when recommended by the Subdivision Review Committee. (R.O. 2009 §16.32.020; Ord. No. 4036 §5(A), 1979)