

**CITY OF LAKE OZARK
PLANNING AND ZONING DEPARTMENT
PRELIMINARY PLAT APPROVAL PROCESS**

The owner or owners of any land located within the jurisdiction of the City of Lake Ozark subdividing land into two or more lots, tracts or parcels, for the purpose of laying out any subdivisions, building lots, tracts or parcels or any owner of any land establishing any street, alley, park or other property intended for public use or for the use of purchasers or owners of lots, tracts or parcels of land fronting thereon or adjacent thereto, shall follow the procedures outlined below, unless otherwise exempted. The simple division of one lot into two lots may qualify for a Lot Split, explained in the subdivision regulations.

Prior to the filing of the Preliminary Plat, the applicant and/or the owner shall first meet with the Zoning Administrator to receive an explanation of the subdivision procedure, the availability of water and sewer, Comprehensive Plan requirements, zoning requirements, and special setback requirements.

After reaching the pre-application requirements for the proposed subdivision, the Subdivider may submit a completed preliminary plat application together with any supplementary information necessary to the Zoning Administrator. A filing fee of one hundred dollars plus two dollars (\$100.00 plus \$2.00) for each lot not to exceed one hundred fifty dollars (\$150.00) shall accompany the preliminary plat application. The Subdivider shall submit ten (10) copies of the preliminary plat conforming to the requirements of the subdivision regulations and a vicinity map (if not on the Preliminary Plat) showing the location of the proposed subdivision. These plats shall be filed with the Zoning Administrator at least fourteen days prior to a regular meeting of the Planning Commission at which the preliminary plat is to be considered. The Subdivider should also submit a certificate proving ownership of the entire tract to be platted. An application shall not be processed until it has been fully completed, the appropriate fee paid, and all requested information submitted.

The Subdivider shall submit the proposed subdivision plat to all affected utility companies or agencies along with any comments from these companies or agencies.

The Planning and Zoning Commission, based on the standards set out in the subdivision regulations, shall recommend to approve, conditionally approve, or disapprove the preliminary plat within 30 days of submission of the plat. Action by the Planning Commission shall be conveyed to the Subdivider in writing. In case the plat is recommended to be disapproved by the Planning Commission, the Subdivider shall be notified of the reason for such action and what requirements shall be recommended to meet the approval of the City Council. The City Council shall consider the Planning Commission's recommendation and approve, conditionally approve, or disapprove the plat within thirty (30) days of the meeting of the 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.

The purpose and intent of these regulations are to provide for the harmonious development of the community to provide for the proper location and width of streets, building lines, open spaces, safety, recreation facilities, utilities, drainage, and for the avoidance of congestion of population through requirements of minimum lot width, depth, and area and the compatibility of design; to require and fix the extent to which and the manner in which streets shall be graded and improved, and water, sewer, drainage, and other utility mains and piping or connections or other physical improvements shall be installed; and to provide for and secure the actual construction of such physical improvements.

Preliminary Plats shall contain:

1. The proposed name of the subdivision (The name shall not duplicate or too closely resemble the name or names of an existing subdivision);
2. The location of the boundary lines of the subdivision and reference to the section or quarter section lines;
3. The names and addresses of the developer, owner, and the engineer or land surveyor who prepared the plat;
4. Scale of the plat, 1"-100' or larger;
5. Date of preparation and a north arrow;
6. Existing conditions;

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

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

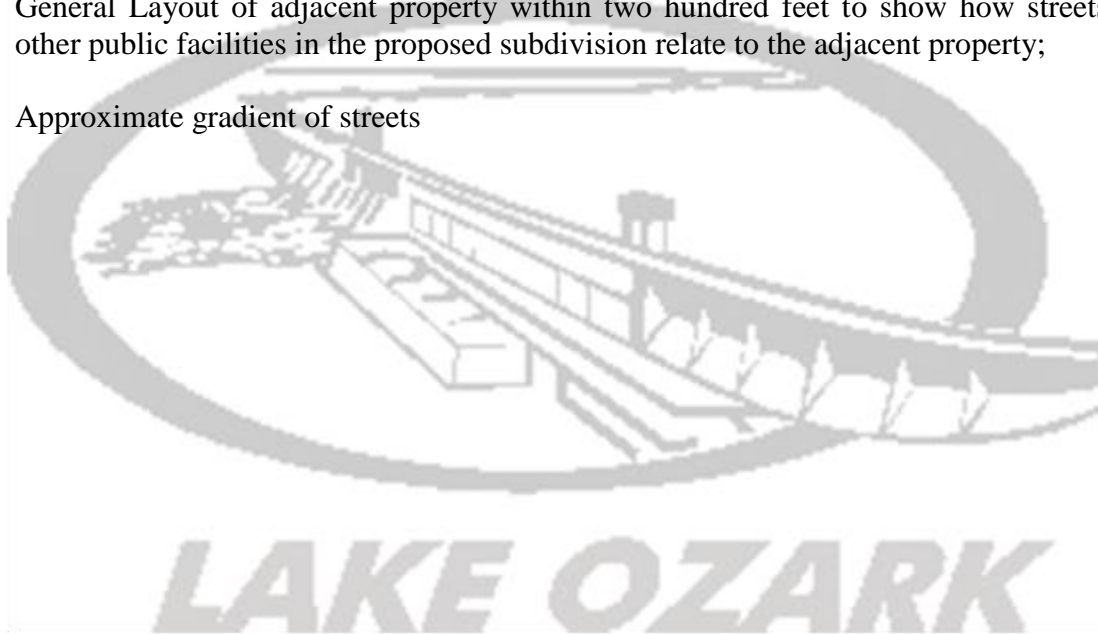
Names of adjacent subdivisions together with arrangement of streets and lots and owners of adjacent parcels of un-subdivided land;

Topography (unless specifically waived) with contour intervals of not more than two feet, referred to U.S.G.S. datum; where the ground is too flat for contours, spot elevations shall be provided;

Location of water courses, bridges, wooded areas, lakes, ravines and such other features as may be pertinent to the subdivision;

Current zoning classification;

7. The general arrangements of lots and their approximate size;
8. Location and width of proposed streets, alleys, and pedestrian ways and easements to accommodate drainage;
9. The general plan of sewage disposal, water supply and drainage;
10. Location and size of proposed parks, playgrounds, churches, school sites or other special uses of land to be considered for reservation or dedication for public use;
11. General Layout of adjacent property within two hundred feet to show how streets and other public facilities in the proposed subdivision relate to the adjacent property;
12. Approximate gradient of streets



CITY OF LAKE OZARK
APPLICATION FOR PRELIMINARY PLAT

Owner's Name: _____

Owner's Address: _____

City/State/Zip _____

Owner's Phone: _____

Owner's Email: _____

Applicant's Name, if different from the owner and the applicant is authorized to do business on the Owner's behalf:

Applicant's Name: _____

Applicant's Address: _____

City/State/Zip _____

Applicant's Phone: _____

Parcel Number: _____

Legal Description of Property: _____ Section: _____ Township: _____ Range: _____

Location of Property: _____

Present Use of Property: _____

A survey or plat map showing the location of the property and adjacent properties is required. (Size 8" x 11" – 15 copies)

Zoning of the property from _____ to _____ and the reason for rezoning:

Number of sq. ft. or acres in the Total Tract: _____ The building area or number of lots: _____

Fee of \$ _____, tax receipts to show taxes are paid and the Warranty Deed to show ownership are required.

(A pre-application conference is required and the application will have to go before the Planning and Zoning Commission.)

Signature

Date

The applicant must present the preliminary plat to the following districts and utilities for approval and obtain the signatures and comments from each of the following:

Lake Ozark Police Department (573) 365-5374

Police Chief

Lake Ozark Public Works (573) 365-5374

Public Works Director

Lake Ozark Fire Department (573) 365-3380

Fire Marshal

School of the Osage (573) 365-4091

Superintendent

Ameren UE (573) 365-9248

Representative

