

# CONDOMINIUM PLAT APPLICATION

Application No.: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Filed: \_\_\_\_\_

### OWNERSHIP INFORMATION:

Property Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### APPLICANT INFORMATION:

Name of Applicant(s): \_\_\_\_\_

Applicant(s) Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### DESIGN CONSULTANT INFORMATION:

Name of Consultant(s): \_\_\_\_\_

Consultant(s) Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### LOCATION OF PROJECT:

Development Name: \_\_\_\_\_

Address: \_\_\_\_\_ Tax Parcel Number(s): \_\_\_\_\_

Current Land Use: \_\_\_\_\_ Size of Parcel (Sq.Ft. or Acres): \_\_\_\_\_

Legal Description of Property (other than address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**ZONING REQUEST:**

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Purpose of Zoning Change: *(Include the maximum # of residential units or non-residential square footages)*

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**REQUIRED DOCUMENTATION:**

- Application Fee \$\_\_\_\_\_ (See Development Fee Schedule). Please make a check payable to the City of Cottleville.
- 2 folded copies of the condominium plat.
  - **IN ADDITION TO HARD COPIES, AN ELECTRONIC COPY OF ALL PLAN(S) ARE ALSO NEEDED.**
- A printed and electronic text formatted legal description of the property.
- The applicant is required to appear before the Commission.

**ADDITIONAL INFORMATION:**

Every Condominium Plat submitted to the Commission shall meet the following requirements:

- A. Proposed name of the subdivision. The plat must comply with approved Preliminary Plats or a Site Development Plan, and the approval date and Plat Book and Page, if applicable, must be referenced on the plat.
- B. Names of owner and the engineer, surveyor or landscape architect responsible for survey and design.
- C. Signature blocks that may appear on a plat are as follows:
  - Record Owner certificate
  - City certificate
  - Sureveyor’s certificate and acknowledgement
  - Engineer’s/Architect’s certificate(s) and acknowledgements
- D. An index map showing the location of the plat. The north orientation for the index map should be the same as the plat itself. The map should show a full section with enough information to locate the property in a quarter-quarter section. This map should show and identify prominent physical

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features within a half mile such as highways, rivers, lakes, and railroads.

- E. North point, a scale of 1" = 100' or larger and date.
- F. The plat shall include a legend defining any lines and/or symbols used on the plat. The size and description of the monuments found should be noted wherever possible. On monuments set, the R.L.S. number should be shown.
- G. Approximate acreage in tract.
- H. A statement to the effect that "this plat is not for record" shall be stamped or printed on all copies of a preliminary plat.
- I. Any plat which includes land abutting upon any lake or stream shall show, for the purpose of information only, a contour line denoting the present shoreline, water elevation, and the date of survey. All elevations shall be referenced to a durable bench mark described on the plat together with its location and elevation to the nearest hundredth of a foot, which shall be given in mean sea level datum if such bench mark with known sea level datum is available within one-half mile, or such longer distances as may be practicable. If the bench mark is within the plat, then its location shall be plotted and labeled.
- J. A plat note shall state the basis of the directional orientation of the plat. The statement "all bearings are assume" shall not be used. This statement negates the mathematical relationship of the lines.
- K. All bearings, distances, and curve data (if applicable) should be on the plat. Location of boundary lines and their relation to established section lines, fractional section lines or survey lines. The boundary lines should have the heaviest line weight on the plat. The boundary lines of additional real estate shall be of medium line weight.
- L. The building(s) shall be tied by bearings/angles and distances to plat boundary monuments. If more than one building is involved, a tie shall be shown starting from a plat monument to a corner of the first building; thence to each successive building and then finally closing to a plat boundary monument. Closure should be within .02 feet North-South and .02 feet East-West.
- M. Sufficient unit dimensions should be shown to clearly define the location of all unit boundaries. If the units are interior spaces, all necessary interior dimensions should be shown. The unit (or building) plan drawings, if needed to show the necessary detail, should be on a separate sheet. The basement (if no basement then first floor) plan should have unit boundaries (interior dimensions) and overall outside dimensions. If there is more than one floor, then only inside dimensions are required for the upper floors (if outside wall dimensions are the same). All dimensions should be shown to the hundredths of a foot. Architectural scales should not be used for plat and unit boundaries. Interior and exterior wall thicknesses shall be noted. Floor elevations and floor to ceiling heights for each floor should be noted. The unit details should only show exterior and common walls. No doors or windows shall be shown.

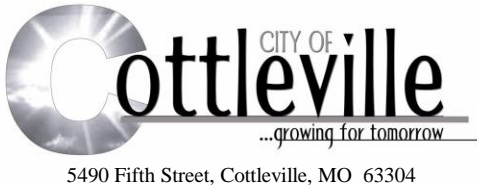
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- N. The identifying numbers of each unit should be shown within its boundary on the plat and shall be preceded by the word Unit. "Unit" means a portion of the plat (whether or not partially within a building) designed for separate ownership. Units shall be numbered in sequence.
- O. All portions of a condominium plat, other than units, shall be identified as "Common Elements." "Limited Common Elements" means a part of the common element allocated for exclusive use of one or more, but fewer than all of the units. Location and dimensions of the limited common elements such as balconies, porches and patios shall be shown.
- P. Names of adjacent subdivision and/or property lines around perimeter within 100 feet, showing any existing streets, highways, etc.
- Q. Location and width of existing and proposed streets, roads, lots (approximate dimensions), alleys, building lines, easements, parks, school sites and other features of the proposed subdivision.
- R. Approximate gradients of streets will be shown.
- S. Designation of land use, whether for residential, commercial, industrial or public use and the present zoning district.
- T. Designation of utilities to serve proposed subdivision.
- U. Record owner, party preparing plat, and party for whom plat is required.
- V. Depict flood hazard boundaries as shown on FEMA maps presently filed in the offices of the Planning Department.
- W. Plats consisting of more than one sheet shall have the sheet number and the total number of sheets.
- X. Include a chronology chart of the plat that references the building number, Plat Book and Page, and date of previously recorded plats.
- Y. Any other information deemed necessary by the Commission.

### **APPLICATION AGREEMENT:**

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 Applicant/Owner further agrees to allow the City of Cottleville to enter onto the subject property to install a sign informing of any Public Hearing that may take place with respect to the application and further agree to allow the agents of the City of Cottleville to enter onto the subject property to inspect the land and buildings.



Department of Development and Engineering Services  
Phone: (636) 498-6565 Fax: (636) 498-6575

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I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand this application, including any plans submitted, is public information. I authorize reproduction of any plans/reports for purposes of application processing and reporting.

\_\_\_\_\_  
Applicant's Signature                      Print Name                      Date

\_\_\_\_\_  
Consultant's Signature                      Print Name                      Date

This application is made with my full knowledge and consent.

\_\_\_\_\_  
Owner's Signature                      Print Name                      Date