



5490 Fifth Street, Cottleville, MO 63304

Department of Development and Engineering Services

Phone: (636) 498-6565 Fax: (636) 498-6575

RECORD 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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REQUIRED DOCUMENTATION:

- Application Fee \$ _____ (See Development Fee Schedule). Please make a check payable to the City of Cottleville.
- 2 folded copies of the Preliminary 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 Record Plat submitted to the Commission shall meet the following requirements:

- A. Proposed name of the subdivision, plat, etc.
- B. North point, a scale of 1" = 100' or larger and date.
- C. Approximate acreage in tract.
- D. Location map and key map on first page if more than one sheet.
- E. Accurate boundary survey with bearings and distances tied to surveyed identification points.
- F. Location of boundary lines and their relation to established section or survey lines.
- G. Names of adjacent subdivision and/or property lines around perimeter within 100 feet, showing any existing streets, highways, etc.
- H. Record owner, party preparing plat, and party for whom plat is required.
- I. Depict flood hazard boundaries as shown on the most recent published FEMA maps
- J. Dedication of all streets, public highways, alleys and land intended for public use together with lot restrictions signed by all owners and all parties who have mortgage or lien interests.
- K. Certification as to boundaries and monuments by a registered land surveyor.

FINAL PLAT APPLICATION

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.

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