PRELIMINARY PLAT

GUIDE TO SUBDIVIDING PROPERTY

Background

A preliminary plat is the first stage in the process of subdividing land into separate parcels for future sale or lease. The preliminary plat process helps promote development that is consistent with the City of Raymore's plans and ordinances. The process also ensures the adequate provision of public services such as water, sewer, and police and fire protection and evaluates the impacts of new development on neighboring properties.

Definition

A preliminary plat is a proposal to legally subdivide a parcel of land into separate lots, each properly designed for a certain type of development. A preliminary plat acts as an agreement between the City and the subdivider as to the development's layout. Specific subdivision considerations include lot size, open space, density, street layout, access, floodplains, utilities, easements, and public improvements. The preliminary plat process is for subdividing property into five or more lots or for subdivisions that require the dedication of a public street or easement.

Conditions

Preliminary plat applications are reviewed for conformity with the design and engineering standards in the Raymore Unified Development Code, Growth Management Plan, and other applicable provisions of the policies and standards of the City. The proposed subdivision's impact on neighboring property will be evaluated. In addition, the projected impacts on public services and facilities will be considered, along with any proposed provisions to accommodate additional demands imposed on public infrastructure or services such as streets, water supply and storage, storm sewerage, sanitary sewerage, and wastewater treatment.

Process

When proposing to subdivide property in the City of Raymore, the applicant should contact Development Services Department staff, who will explain the review process and provide the necessary forms, checklists, and dates. Next, the applicant must schedule a meeting with the City's Development Review Committee. The applicant should bring a preliminary sketch plan demonstrating the ideas and intentions in the platting of the proposed subdivision to the meeting. Lastly, an application must be submitted to the Development Services Department before the filing deadline.

When the Development Services Department accepts a preliminary plat application, staff reviews it for completeness and compliance with applicable plans and ordinances. Staff will contact the applicant if additions or revisions to the application are necessary. Staff prepares a report containing its findings and a recommendation of approval or denial of the preliminary plat. The application and staff report are submitted to the Planning and Zoning Commission for review and then to the City Council for final approval.

For residential subdivisions, a meeting with the Parks and Recreation Board is required to determine how the applicant will fulfill the mandatory park land

dedication requirement. The Board determines whether the requirement will be filled by land dedication, a fee in lieu of dedication, or both. Commercial and industrial properties are required to pay a fee based on the area of the property to be subdivided.

In addition to review by City staff and officials, the application is subject to comment from the general public. A "Good Neighbor" meeting is required to be held prior to the Planning and Zoning Commission meeting. The "Good Neighbor" meeting is meant to encourage dialogue early in the project planning process to pinpoint, discuss, and try to resolve neighborhood issues related to the impacts of the proposed preliminary plat. A notice will be sent to surrounding property owners informing them of the meeting. Additionally, a public hearing is required at the Planning and Zoning Commission and City Council meetings where the application is presented.

Decision

The Planning and Zoning Commission is made up of nine members who are citizens and residents of the City of Raymore. The Commission meets on the first and third Tuesday of every month. At the meeting, the Commission will allow the applicant and staff to present a report on the proposed preliminary plat. A public hearing is also required. The Commission then makes "findings of fact" to determine whether the application meets the criteria for approval of preliminary plats. Based on those determinations, the Commission provides a recommendation of approval or disapproval to the City Council. The Commission may recommend approval of an application subject to conditions reasonably necessary for conformance with the required conclusions.

City Council meetings are held on the second and fourth Mondays of every month. The applicant and staff will again have the opportunity to present a report on the proposed preliminary plat. A public hearing is required. The City Council will consider staff and Planning and Zoning Commission recommendations, along with the public's testimony, when making their decision to approve or deny the preliminary plat. A resolution must be passed for final preliminary plat approval.

Next Steps

When a preliminary plat has been approved by the City Council, the applicant may prepare an application for a final plat. The applicant has one year from the date of preliminary plat approval to file an application for a final plat. If the applicant does not file a final plat application within a years time, the preliminary plat approval is considered expired and the process must be repeated.

Timeline

- Contact Community Development Department to obtain necessary forms and dates
- Meeting with Development Review Committee

30-60 Days Before P&Z Commission Meeting

Filing deadline:
- Submit a completed application (see application checklist) & pay filing fee

Preliminary plat distributed to local agencies and utility companies for review

Staff review

Fourth Tuesday of Each Month

Park Board Meeting

Prior to P&Z Commission Meeting

City sends public notices, posts a sign, posts notice in local newspaper

Good Neighbor Meeting

10 Working Days Before P&Z Commission

Final revisions submission deadline

First & Third Tuesday of the Month

Planning & Zoning Commission Meeting/ Public Hearing

Second & Fourth Monday of the Month

City Council Meeting/Public Hearing

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APPLICATION CHECKLIST

For applications filed under Unified Development Code Section 470.110

In order to request a hearing before the Planning and Zoning Commission, a completed application must be received by the Development Services Department before the filing deadline. The filing deadline is 60 days before the next Planning Commission meeting for residential preliminary plat applications and 30 days before the next meeting for commercial preliminary plats. Please contact the Development Services Department for exact dates.

A complete application includes the following:

- ☐ **A completed application form.** The application forms are available in the Development Services Office located in Raymore City Hall or on the Internet at www.raymore.com.
- ☐ **Five (5) full size copies of the preliminary plat.** The preliminary plat must include a formal plan, drawn to scale, indicating prominent existing features and the general layout of the proposed subdivision. The plat must contain all of the information listed on the Preliminary Plat Contents Checklist.
- ☐ **Digital copy of the plat** in AutoCAD.dwg files and a **.PDF** of each sheet of the plat submittal.
- ☐ **Attached legal description** in Google Docs or Word Document format on a disk (legal description must be full description with callouts).
- ☐ **Ownership affidavit, copy of deed, or other proof of ownership OR ownership consent form.**
- ☐ **An application fee of seven hundred ninety dollars ($790.00)**, payable to the City of Raymore.

In addition to the above application requirement, the applicant must take additional action before their application is heard in front of the Planning and Zoning Commission.

Additional requirements include the following:

- ■ **Good Neighbor Meeting.** A notice of the requested rezoning action will be mailed by the City to all property owners within one hundred and eighty-five (185) feet of the property to be rezoned, the President of any Homeowners' Association of adjacent property, and City Council ward representatives.

  A neighborhood meeting is required to be held prior to the Planning and Zoning Commission meeting. The City will schedule the time, date, and location of the Good Neighbor meeting. At the meeting, the applicant will present the details of the proposed rezoning to surrounding property owners.

- ■ **Parks and Recreation Board meeting**, if necessary, to determine how the applicant will meet the mandatory parkland dedication requirement, outlined in UDC Section 445.040. The Park Board meets the fourth Tuesday of every month.

- A **Memorandum of Understanding** may be required by the City for any preliminary plat application request.

In addition to the above application requirements, the applicant must submit all materials required by the City of Raymore Engineering Department. Specific engineering requirements will be determined at the pre-application meeting with the Development Review Committee.

Engineering requirements include the following:

- **Traffic impact analysis.** A traffic study may be required to be submitted by the applicant with the preliminary plat.
- **Preliminary stormwater management plan.** A preliminary plan that demonstrates the proposed stormwater management methods and locations on the site will be required upon submittal of the preliminary plat.
- **Preliminary public utility plans.** Plans of streets, sanitary sewers, storm sewers, and water lines will be required. The location of bridges and culverts may also be required.
- **Preliminary grading and erosion control plans** will be required**.** See Raymore Unified Development Code Section 455.010 for plan submittal requirements.

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PLAT CONTENTS CHECKLIST

	A preliminary plat must contain the following information:
	Proposed name of the subdivision. Names shall not duplicate nor too closely resemble names of existing subdivisions.
	Location of boundary lines in relation to section, quarter sections, or quarter-quarter section lines and any adjacent corporate boundaries, comprising a legal description of the property.
	The names and addresses of the owner, subdivider, and engineer or surveyor.
	The scale of the plat shall be one (1) inch equals one hundred (100) feet.
	The date, north point, and legend.
	A vicinity or general location map showing section lines, the subdivision, adjacent subdivisions, corporate limits, main traffic arteries and other prominent features.
	The layout, number, and approximate dimensions and areas of lots, the number or letter of each block, and the minimum lot size in square feet.
	Existing conditions:
	The location, width, and name of each existing or platted street or other public way, utility rights-of-way, parks and other public open spaces, permanent buildings within or adjacent to the proposed subdivision, and other important features such as section lines and corners, survey monuments, and political subdivision boundaries.
	All existing sewers, water mains, gas mains, culverts, or other underground installations within the proposed subdivision or immediately adjacent thereto, with pipe size, grade, and locations shown.
	The names of adjacent subdivisions and property owners within one hundred eighty-five (185) feet of proposed subdivision.
	Topography (unless specifically waived by the City Engineer) with contour intervals of not more than five (5) feet, referenced to USGS datum; the location of water courses, ravines, bridges, lakes, wooded areas, approximate acreage, and such other existing features as may be pertinent to subdivision. In areas where grades are gentle, a lesser contour interval may be required.
	The location and character of all adjacent existing public utilities lines, including sewers (storm and sanitary), water, gas and power lines. If a community sewage treatment plant or other type of community disposal system is to be installed or constructed to serve all or certain portions of the proposed subdivision, the general plan for such community type sewage treatment or disposal system shall be shown and so identified on the preliminary plat.
	Areas subject to flooding by a storm having the probability of occurring once in fifty (50) years, and areas in the official one hundred (100) year floodplain (as determined by the Federal Emergency Management Agency) shall be shown.

	Zoning on and adjacent to the tract.
	Location, elevation, and description of the bench mark controlling the vertical survey which should, wherever possible, tie to USGS datum.
The following information with respect to the manner in which the tract is to be subdivided and developed shall be included on the preliminary plat.	
	Streets, showing the location, width, names and approximate grades thereof. The preliminary plat shall show the relationship of all streets to any projected streets shown on any development plan adopted by the Planning and Zoning Commission. Where the plat submitted includes only a part of the tract owned by the subdivider, a tentative plan of a proposed future street system for the unsubdivided portion shall be prepared and submitted by the subdivider. Street names must be in compliance with the *City of Raymore Addressing and Street Naming Policies*.
	Location and size of proposed parks, playgrounds, church or school sites, or other special uses of land to be considered for dedication to public use, or to be reserved by deed or covenant for the use of all property owners in the subdivision, and any conditions of such dedication or reservation.
	Easements showing width and purpose.
	Building setback lines with dimensions.
	Sites, if any to be allocated for development with other than single-family dwellings and indication of any lots on which use other than residential is proposed by the subdivider.
	Location and type of utilities to be installed.
	Location and width of proposed sidewalks in conformance with UDC Section 445.030 (K).
	Location and type of private amenities to be provided by the developer in the subdivision.
The following data and information must be submitted with the preliminary plat. If practical, such data and information may be shown on the plat. Otherwise, separate statements and/or maps shall accompany the preliminary plat.	
	Proposed deed restrictions, if any, in outline form.
	Stages of development sequence if the total area is not proposed to be developed as one unit.
	Schedule of when amenities will be constructed or installed.
	A statement of the improvements that will be installed by the developer and the time when such improvements will be completed. This statement shall be of sufficient detail to permit determination of whether such improvements will comply with the Unified Development Code, and other applicable statutes, ordinances and regulations. If the nature of the improvements is such that preparation and submittal of all necessary details prior to the approval of the preliminary plat is not practical, then the Planning and Zoning Commission may waive the submission of such details, provided that is submitted at least thirty (30) days prior to the date that approval of the final plat is requested.
	Preliminary plans of streets, sanitary sewers. Storm sewers and water lines shall be required. The location of bridges and culverts may also be required.