

City of Clever  
Planning & Zoning Department  
P.O. Box 52  
Clever, MO 65631

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**PRELIMINARY PLAT APPLICATION**

**LEGAL OWNER(s):**

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

Street Address Owner(s): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Name of Engineer/Surveyor: \_\_\_\_\_

Address, phone: \_\_\_\_\_

**PROPERTY INFORMATION**

Name of Subdivision: \_\_\_\_\_

Location of Subdivision: \_\_\_\_\_

Number of Lots: \_\_\_\_\_

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

Proposed Use of Property: \_\_\_\_\_

**REQUIRED ENCLOSURES**

- 1. CD containing legal description (Microsoft word)
- 2. One electronic copy of the preliminary plat attached to the state plane coordinate system
- 3. Five (5) copies of the plat.

To the best of my knowledge and belief, data in this application and all attachments thereto are true correct.

**Owner(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date of P & Z Meeting:** \_\_\_\_\_

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**CHECKLIST OF ITEMS TO BE INCLUDED ON  
PRELIMINARY PLAT**

The following information is required on all Preliminary Plats submitted for approval. The required information, may be combined for presentation on one (1) or more drawings or maps. In the interests of clarity, speed and efficiency in the review process, the Planning and Development Department may require that the information be presented on separate or additional drawings or maps. In all cases the Preliminary Plat submission should include the following and shall be designed in the conformity with the Design Standards contained in

\_\_\_\_\_ *Name and code.* The proposed name of the subdivision, which shall not duplicate or closely resemble the name of another, previously recorded subdivision in the City of Clever.

\_\_\_\_\_ *Owners of record.* The names and addresses of the owner(s) of record, developer(s), engineer, or surveyor responsible for the subdivision design.

\_\_\_\_\_ *Vicinity Map.* A vicinity map at a scale of four hundred (400) feet or more to the inch shall be drawn on the preliminary plat. The map shall indicate:

\_\_\_\_\_ Section, Township Range

\_\_\_\_\_ Adjacent City Limits, other corporation or ad hoc district lines, such as school or sewer districts, etc.

\_\_\_\_\_ The nearest existing highways or thoroughfares, streets, and alleys in neighboring subdivisions or property.

\_\_\_\_\_ *Abutting owners.* The name of adjacent subdivisions, and the names of record owners of adjacent parcels of unplatted land.

\_\_\_\_\_ *Boundary lines.* The boundary lines, accurate in scale, of the tract to be divided.

\_\_\_\_\_ *Streets-other features.* The location, widths and names of all existing or platted streets or other public ways within or adjacent to the tract, and other important features such as existing permanent buildings; large trees and watercourses; railroad lines; corporation and township lines, utility lines, etc.

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- \_\_\_\_\_ *Sidewalks.* The Zoning Administrator or designated staff may approve a builder, owner, or subdivider of a minor subdivision to pay the City twelve dollars (\$12.00) per linear foot of sidewalk instead of building the sidewalk. This shall not apply to major subdivisions or to lots, which are already developed (existing structures, houses, etc.) that are part of the minor subdivision.
- \_\_\_\_\_ *Existing utilities.* Existing sewer, gas, telephone, water mains, culverts and other underground structures within the tract and immediately adjacent thereto with pipe sizes and grades indicated.
- \_\_\_\_\_ *Topography.* Topography, contours at vertical intervals shall be based on USGS datum or City monuments and shall be shown as follows:
- \_\_\_\_\_ Average slope less than six percent (6%) – two (2) foot interval contour map
- \_\_\_\_\_ Average slope over six percent (6%) – five (5) foot interval contour map
- \_\_\_\_\_ Average slope over twenty (20%) – five (5) foot interval contour map
- \_\_\_\_\_ *Proposed design-street, drainage, etc.* The layout, names and widths of proposed streets, alleys and easements; the location and approximate sizes of catch basins, culverts, and other drainage structures; the location of proposed sewer lines, water lines, fire hydrants and other related infrastructure planned to serve the development.
- \_\_\_\_\_ *Proposed layout and Legal Description.* The legal description of the entire site to be subdivided, including acreage in tract, boundary lines, location and dimensions of newly created tracts, parcels or lots that are part of the subdivision shall be shown on plat. The dimensions and location of all arcs, radii, internal angles, points of curvature and tangent boundaries and other pertinent survey information necessary to an accurate description and location. Survey data shall meet the standards promulgated by the State of Missouri, “ Missouri Minimum Standards for Property Boundary Surveys,” Division of Geology and Land Survey, Missouri Department of Natural Resources. All survey datum shall be vertically and horizontally tied to the City of Clever Geographical Reference Stations (GRS);
- \_\_\_\_\_ *Lot information.* The plat shall indicate the area, lot size, proposed setbacks and exact location and distance of all structures and other physical improvements in relation to proposed lot lines.
- \_\_\_\_\_ *Zoning.* Zoning boundary lines and proposed use of property.
- \_\_\_\_\_ *North point, etc.* Title, scale, north arrow, date of preparation and date of successive revision.

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\_\_\_\_\_ *Floodplains, etc.* The extent and location of floodplains, floodways, or other waterways of record; elevations of which, shall be based on applicable Flood Insurance Studies, Flood Insurance Rate Maps, Flood Boundary and Floodway Maps.

\_\_\_\_\_ *Location of Model Home.* The location of proposed model home or spec. house

\_\_\_\_\_ *Commercial and Industrial Subdivisions.* Preliminary Plats for industrial or commercial subdivisions shall delineate who will be responsible for addressing open space, landscaping and buffer yard requirements.