

**CITY OF FENTON**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
625 New Smizer Mill Road  
Fenton, MO 63026  
(636) 349-8110

**SUBDIVISION APPLICATION CHECKLIST**

A **complete** application for Subdivision must be received by the Community Development Department no less than thirty (30) days prior to the next Planning and Zoning Commission Meeting in order to be placed on the agenda for consideration. ***Partial or incomplete applications will not be accepted.***

Please review the checklist below to verify that your application is complete before submitting materials to the Community Development Department. *Please check-off below that all items are included in your submittal, and sign at the bottom.*

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**REQUIRED DOCUMENTS FOR A COMPLETE SUBDIVISION APPLICATION:**

- One (1) Petition for Subdivision: All blanks completed, application signed and notarized.
- One (1) legal property description.
- One (1) letter of property owner consent (if you are not the owner), or proof of ownership-under-contract.
- One (1) check for fee payable to 'City of Fenton'. *(see attached fee schedule).*
- One (1) Survey Plat/ Site Plan of the property, *(see item E on the Petition and the Preliminary Plat Checklist --attached).*
- Twenty-five (25) 11"x17" or 8½"x11" copies of all items/plans, plus two (2) full-sized copies to scale; **OR** twenty-five (25) full-sized copies to scale if smaller copies are not legible, plus one 11"x17" or 8½"x11" copy.

***NOTE: A pre-application conference with the Community Development Director is encouraged.***

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I/we (Petitioner) \_\_\_\_\_ do submit the attached application for a Subdivision of (project name) \_\_\_\_\_ at (address) \_\_\_\_\_ and verify that all of the required documents are attached herewith. I understand that in order for my case to be placed on the agenda, all required materials must be received within 30 days of the next scheduled public hearing meeting. *If the application and materials are incomplete or are returned for corrections by the Community Development Director, placement of my case on an agenda will be delayed until such time as all required materials are received within the 30-day requirement.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Fenton**  
**Community Development Department**  
625 New Smizer Mill Road  
Fenton, MO 63026  
(636) 349-8110

**PETITION FOR SUBDIVISION**

**DATE:** \_\_\_\_\_

**PETITION NO.:** \_\_\_\_\_

**DATE PAID:** \_\_\_\_\_

**FEE:** \_\_\_\_\_

I (we), the petitioner(s) \_\_\_\_\_ am  
(are) seeking a **Subdivision** from the City of Fenton. I understand this petition will be scheduled for a public hearing with the Planning and Zoning Commission of the City of Fenton and a recommendation from this Commission will be made to the Board of Aldermen for a final decision.

I. The following information is required to complete this application:

A. Reason this Subdivision is being requested: \_\_\_\_\_  
\_\_\_\_\_  
*(separate letter may be attached)*

B. Describe your legal interest in the property or state the name of the person or firm you are representing.  
\_\_\_\_\_  
*(if Petitioner is not the owner, a letter of legal consent from the property owner is required)*

C. Address and legal description of property; attach if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Legal description of the portion for which the subdivision is being petitioned (metes and bounds); attach if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. A survey or plat of property, drawn to scale of 100 feet or less to the inch, showing nearest street intersection, dimension of property, north point. Outline portion for which the subdivision is petitioned showing appropriate angles, bearings, and distances and attached to this petition.

F. Acreage to nearest tenth of an acre of the portion for which subdivision is petitioned: \_\_\_\_\_ acres. From \_\_\_\_\_ to \_\_\_\_\_ lots.

G. Return signed and notarized application, fee, and twenty-five (25) 8½"x11" or 11"x17" sets and two (2) full-sized sets to scale of any plans to the Community Development Department. Please submit 25 full-sized sets plus one 8½"x11" or 11"x17" copy if smaller plans are not legible.

II. The petitioner(s) further state that the property described is:

A. Presently zoned: \_\_\_\_\_ district

B. Presently used for: \_\_\_\_\_

I (we) hereby certify that I (we) have a legal interest in the described property or I (we) am (are) the duly appointed representative(s) of the property owner and that all information given herein is true and a statement of fact. As owner(s) or petitioner(s), I (we) will comply with all requirements and conditions set forth by the City of Fenton's Planning and Zoning Commission and Board of Aldermen including setback line, off-street, and public improvements.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Petitioner's Signature)

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

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

SEAL:

\_\_\_\_\_  
(Notary Public)

My Commission expires: \_\_\_\_\_

**REMINDER:** Applications, all attachments, and fee must be received by the Community Development Department at least **thirty (30) days prior to the next Planning and Zoning Commission Meeting** in order to be placed on the agenda for consideration.

# PRELIMINARY PLAT CHECKLIST

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## EVERY PRELIMINARY PLAT SUBMITTED TO THE PLANNING AND ZONING COMMISSION FOR REVIEW AND APPROVAL MUST CONTAIN THE FOLLOWING INFORMATION:

- The name of the subdivision if within an existing subdivision.
- The proposed name of the subdivision if not within a previously platted subdivision. The proposed name of any new subdivision shall not duplicate or closely approximate phonetically the name of any other subdivision within the City of Fenton.
- The property name if no subdivision name has been chosen.
- A key map on the first sheet if the entire subdivision will not fit on one (1) sheet and match-lines to facilitate the matching of separate sheets.
- Municipal, County, and School District boundaries within two hundred (200) feet.
- If the applicant is not the owner, a statement consenting to the subdivision signed by the owner.
- The location, size and purpose of any existing or proposed easement, street, or lot reserved or dedicated to public use.
- The names, locations and widths of all existing or platted streets or other public ways within and immediately adjacent to the tract.
- Existing trust indentures, if applicable
- Lot lines with accurate dimensions, bearing or deflection angles, radii arcs and central angles of all curves.
- The number of proposed lots shown on each sheet and the dwelling unit density and all applicable setback lines.
- Location and name of proposed streets. The maximum grade of all streets shall be shown on the drawings or verified on a written form.
- Existing and proposed location of all storm and sanitary sewers within and immediately adjacent to the subdivision.
- Proposals for connection to an adequate public water supply and sanitary sewer systems or other means of providing water and sewage disposal.
- Proposals for collecting and discharging surface water drainage including location of all detention/retention areas.
- The number, size, and type of trees to be planted in the subdivision.
- All existing buildings within one hundred (100) feet of the property.

# IMPORTANT NOTICE

## Petitions for Public Hearing

The Planning and Zoning Commission holds a public meeting on the first Tuesday of every month, 7:00 p.m., at the City of Fenton City Hall, 625 New Smizer Mill Road.

Prior to the public meeting, the City must have your completed application and other documents delivered to the Community Development Department thirty (30) days in advance of the Commission's next meeting date to post the required public notice. Staff will determine whether the petition will be on the Planning and Zoning Commission agenda for the following meeting.

Your attendance at the Planning and Zoning Commission meeting is mandatory. Failure to appear will result in a Commission recommendation to continue or deny your request.

The Planning and Zoning Commission will make their recommendation for approval or denial of your petition to the Board of Aldermen, which meets the fourth Thursday of every month.

The Board of Aldermen will have final approval or denial of the petition.

**If you have any questions, please do not hesitate to call the Community Development Department at (636) 349-8110.**

## **Fee Schedule for Subdivision Applications**

Fees for Subdivision Applications shall be as follows:

One (1) to seven (7) lots:           \$200.00 for the first lot, plus \$100.00 for each additional lot;

Each additional lot in  
excess of seven (7) lots:           \$90.00 per lot