

**City of Holts Summit, MO
Checklists**

Plan Review

Applicant: _____
Contact Name: _____
Phone Number: _____
Email: _____

Project Name: _____
Location: _____
File Number: _____
Date of Submittal: _____
Reviewer: _____
Date: _____

Concept Plan Requirements:

I. General Project Information

- _____ 1. Address or parcel number and legal description of site
- _____ 2. Vicinity map
 - _____ a) Scale
 - _____ b) North arrow
 - _____ c) Surrounding street names
 - _____ d) Tract boundaries
 - _____ e) Adjacent municipal boundaries if applicable
- _____ 3. Project narrative
 - _____ a) Purpose of project
 - _____ b) subdivision classification
 - _____ c) Expected variances from standards

II. Design Considerations

- _____ 1. Existing site topography
(Minimum 2-foot contours or best available)
- _____ 2. Predominate soils
Hydrologic Soil Group or infiltration/permeability
- _____ 3. Drainage boundaries
 - _____ a) Identification of natural streams
 - _____ b) Arrows showing direction of water flow
- _____ 4. Stream buffers and flood plain limits
- _____ 5. Critical resource protection areas
 - _____ a) Karst (sinkholes, caves, losing streams)
 - _____ b) Wetlands
 - _____ c) Impaired waterbodies
 - _____ d) Outstanding state resource areas
- _____ 6. Existing stormwater outfalls

III. Infrastructure

- _____ 1. Existing roads and utilities
- _____ 2. Proposed lot lines -with lots consecutively numbered, or building placement
- _____ 3. Proposed road placement

Concept Review Meeting Date: _____

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Notes:

Attended By:

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Preliminary Plat Requirements:

I. General Information

- _____ 1. Address or parcel number and legal description of site
- _____ 2. Proposed subdivision name and classification
- _____ 3. Current zoning of the proposed subdivision and all abutting properties
- _____ 4. Approximate acreage of the subdivided tract
- _____ 5. Latest recorded ownership deed and survey of the property, if available
- _____ 6. The name and addresses of the recorded owner(s) and subdivider
- _____ 7. Site location map, illustrating proposed subdivision, all adjacent land owned by the subdivider, and relationship to the surrounding area
- _____ 8. Vicinity map
 - _____ a) Scale, graphic scale and legend
 - _____ b) North arrow
 - _____ c) Surrounding street names
 - _____ d) Tract boundaries
 - _____ e) Adjacent land within 200 ft of the property
 - _____ f) Name of all adjacent subdivisions and unsubdivided areas, with property ownership
 - _____ g) Section and quarter section lines
 - _____ h) Adjacent municipal boundaries if applicable
- _____ 9. Request for variances (street widths, sidewalks, curb and gutters, reduction in parking spaces, etc)
- _____ 10. Signature and seal of the registered land surveyor responsible for preparing the plat, with work phone number and address

II. Infrastructure

Existing site features:

- _____ 1. existing topography (Minimum 2-foot contours or best available)
- _____ 2. graphic description of the location of natural features
 - _____ a) wooded areas, ponds, lakes and, wetlands, and Karst topography
 - _____ b) show the floodplain plotted by the current flood insurance rate (FIMA)
 - _____ c) setbacks for riparian buffers, per (buffer ordinance)
- _____ 3. Existing utility placement and utility easements,
 - _____ a) Within the proposed subdivision
 - _____ b) Adjacent to the subdivision
 - _____ c) Offsite that affect the subdivision
- _____ 4. existing waterlines, gas lines and fire hydrants
- _____ 5. existing solid waste disposal areas
- _____ 6. existing community assets
- _____ 7. existing property lines, building lines, buildings and structures
- _____ 8. existing streets
 - _____ a) location and width of existing street right-of-way
 - _____ b) street plan lines as shown by the Major Thoroughfare plan
- _____ 9. existing alleys, roads and bridges
- _____ 10. existing railroads and railroad right of ways
- _____ 11. existing on-site wastewater systems or other wastewater treatment facilities, as applicable

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Proposed site features:

- _____ 1. Proposed lot lines and building lines
- _____ 2. Traffic control and Street Plans with cross sections
- _____ 3. alleys
- _____ 4. bridges,
- _____ 5. gas lines
- _____ 6. water lines,
- _____ 7. fire hydrants,
- _____ 8. utility easements and right of way
- _____ 9. wastewater treatment facilities or sewage lines
- _____ 10. Placement of common land or land for special uses or features
 - _____ a) stated intent for ownership or dedication
 - _____ b) responsible party for supervision and maintenance
 - _____ c) Preliminary landscaping plan

III. Stormwater Management

- 1. Limited stream assessment – *required when construction enters the stream or buffer area.*
 - _____ a) Analysis and inventory
 - _____ b) Longitudinal profile
 - _____ c) Photographs
 - _____ d) Bed and bank materials
- 2. Hydrologic analysis of the site
 - _____ a) Pre-development conditions and flow rates
 - _____ b) Post-development flow rates
- 3. Identification of pollutants of concern for the site (narrative)
 - _____ a) Pre and post-construction
- 4. Identification of Stormwater practices (narrative)
 - _____ a) Non-structural practices
 - _____ b) Structural practices
 - _____ c) Individual lot practices
- 5. Existing and proposed stormwater system layout
 - _____ a) Identify existing culverts, drain pipes, storm drains and watercourses
 - _____ b) Practices identified and adequate surface area is provided
 - _____ c) Proposed drainage and maintenance access routes with easement locations
 - _____ d) Stream reaches identified
 - _____ e) Proposed channel modification
 - _____ f) Proposed placement and type of outfall (primary, tributary, edge of buffer)
- 6. Preliminary Erosion Prevention and Sediment Control plan (narrative)
 - _____ a) Pre construction
 - _____ b) Post construction

Notes:

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Construction Plan Requirements:

- ____ 1. Traffic control and Street Plans with cross sections
- ____ 2. Sanitary sewer plans – locations and easements
- ____ 3. Stormwater pollution prevention plan (narrative)
 - ____ a) Phased development plans
 - ____ b) Schedule of construction activities
 - ____ c) Identification of critical areas
 - ____ d) Stabilization techniques
 - ____ e) Inspection and maintenance schedule
 - ____ f) Spill prevention and material management practices
- ____ 4. Stormwater system plans (drainage)
 - ____ a) Practices identified and adequate surface area provided
 - ____ b) channel modification plans
 - ____ c) Placement and type of outfall (primary, tributary, edge of buffer)
 - ____ d) Location of inlets
 - ____ e) Runoff considerations and calculations
 - 1. 100 yr conveyances
 - 2. Applicable storm events
 - ____ f) Detention/retention basin plans and calculations
- ____ 5. Erosion prevention and sediment control plans
 - ____ a) Grading plan with existing and proposed elevations
 - ____ b) Site development
 - ____ c) Location of ESC practices
 - ____ d) Location of topsoil stockpile
 - ____ e) Temporary construction entrance and exit plan, including curb protection if needed
 - ____ f) Identification and protection of critical areas (steep slopes, Karst, wetlands, etc)
 - ____ g) Existing vegetation protection and buffers zones identified
- ____ 6. Completed applications for Land Disturbance, building permit, and Stormwater Discharge permit.
 - ____ a) Copy of all other applicable permits (COE, Floodplain, MoDOT, DNR, etc)
 - ____ b) Copy of executed easements needed for access
 - ____ c) Contact information for project (developer, engineer, subcontractors)

Stormwater Discharge Permit Application:

Once the stormwater management plan has been approved by the City, the applicant can request a Stormwater Discharge permit from City of Holts Summit.

Land Disturbance Permit Application:

A land disturbance permit is required prior to land clearing activities greater than one-acre. The applicant can request a Land Disturbance permit from the City of Holts Summit.

Schedule a preconstruction conference with the City prior to the start of land disturbance activity. The land disturbance permit duration and expiration will be dependant on the proposed construction schedule. Generally, the permit will expire within two years.