

Planning and Zoning Department

City Hall 203 E. Main Neosho, MO 64850 Phone 451-8050

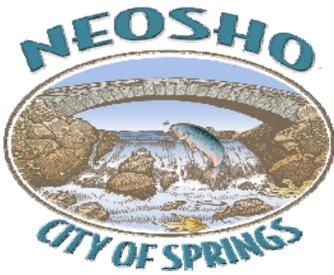
PROCEDURE FOR SITE PLAN REVIEW

Before submission of the preliminary plat and/or site plan, the customer shall consult with a designated City representative in order to become familiar with the standards established in these regulations and the provisions of the Comprehensive Plan affecting the land proposed to be subdivided and present a Concept Plan for consideration.

1. The customer, after the advisory meeting, may then request a formal review of the preliminary plat, site plan, or record plat. The customer shall submit said plat/plan in accordance with the established scheduled meeting of the Planning & Zoning Commission at which action is desired. After review of plat/plan by City staff, and subsequent notification of deficiencies/problems, customer shall resubmit corrected plat/plan not less than seven (7) working days prior to the Planning & Zoning Commission meeting. (see attached) Resubmitted plats or plans containing more than six (6) deficiencies shall not be submitted to the Planning and Zoning Commission for review.
2. All preliminary plats or site plans shall be prepared and sealed by a qualified and Registered Professional Engineer or Registered Land Surveyor.
3. The applicant shall submit a sufficient number of prints as required by the Administrative Officer for all staff reviews and Planning & Zoning Commission reviews. The prints shall be black or blue line with all copies folded to an approximate size of eight and one-half (8 ½) by eleven (11) inches.
4. Preliminary plats or site plans submitted for the initial review without substantial information, or submitted for the final formal review that omit more than six (6) items as required under herein, shall be required to resubmit the plat or plan with the appropriate fee.
5. All preliminary plats shall be acted on by the Planning & Zoning Commission within sixty (60) days of plat submittal to the City.

A traffic study may be required by the Administrative Officer if deemed necessary for the analysis of a development project by the Planning and Zoning Commission.

*See Attached For All Information Required On A Preliminary Plat Or Site Plan.



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PLANNING AND ZONING APPLICATION

PROJECT TITLE & TYPE

- | | |
|---|---|
| <input type="checkbox"/> Preliminary Plat / Site Plan | <input type="checkbox"/> Vacation of Right-of-Way |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Board of Adjustments |
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Vacation of Easement |
| <input type="checkbox"/> Final Plat / Site Plan | <input type="checkbox"/> Other _____ |

INFORMATION

APPLICANT	PROJECT
Name_____	Project Location_____
Address_____	Existing Use_____
Phone_____	Proposed Use_____
Contact Person Name_____	Existing Zone_____
Contact Person Phone_____	Proposed Zone_____

SIGNATURE OF OWNERS & DATE

The above information and the attached list of property owners and the area map are true and accurate to the best of my knowledge.

Signature of Owner

Date

Signature of Co-Owner

Date

Staff Use Only

Application Accepted...

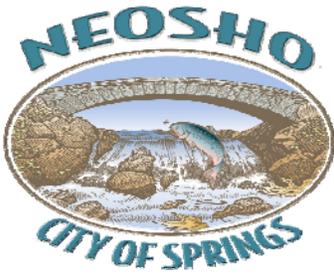
Date_____

7 Copies of Site Plan Attached

Time_____

Fee Received

By_____



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SITE PLAN CHECKLIST PG. 1

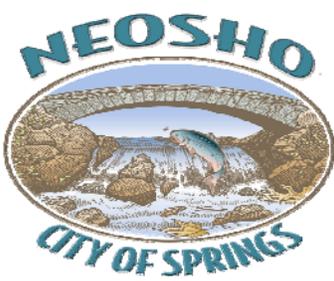
This checklist has been developed to assist you and your design professional in submitting a site plat in accordance with the regulations set forth in Neosho's ordinance. Close attention to detail and submitting all the information requested will enable the proposed site plan to proceed through the approval process without undue delay.

The entire site plan review process is available on the internet at:

<http://www.neoshomo.org/documentview.asp?DID=59>

A site plan will be evaluated on the following criteria:

- Prepared, signed, and sealed by a Registered Professional Engineer or Land Surveyor
- Drawn to scale of not greater than one hundred (100) feet to the inch
- Vicinity map showing nearby existing streets and highways and identifying by name abutting subdivisions or developments
- North arrow, scale, and property address from the applicable fire protection district
- Title block with:
 - The proposed name of the subdivision or development
 - Names and addresses of property owners including phone number
 - Names and addresses of architect, and planner, engineer, designer, or land surveyor
 - Date prepared
 - Tract designation
 - Boundary line showing bearings and distances
- Existing and proposed adjacent properties information including ownership, use of land and zoning classifications
- Utilities and easements including:
 - Name and phone number of the company or jurisdiction providing the services
 - Size and location of existing utilities
 - Location of future water and sewer lines and electric service
 - Existing easements including perimeter utility easement
- Legal Description



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SITE PLAN CHECKLIST PG.2

- Public and private streets and curb cuts showing:
 - Proposed streets and improvements to existing streets indicating whether public or private, width of pavement, width of right-of-way, and street name
 - Dimension curb cuts on all non-residential development
 - Adjacent or connecting streets and their names
 - Street lighting
 - Compliance with regulations which specifies information to be supplied at the time of filing of the preliminary /development plan as it relates to storm water management
 - Basic soil erosion control plan to be utilized during site development
- Lot dimensions as specified in Chapter 405 of the Neosho codes
- Topography lines at two foot intervals for existing contours and one foot for proposed
- Any natural features to be left undisturbed
- Any Parks/open space, recreational areas and common ground
- Setbacks and appropriate yards for the applicable zoning district
- Sidewalk/pedestrian trail dimensions and locations
- Storm water detention area
- Any protective screening requirements applicable to the proposed development including location, height, and construction type
- Location and detailed design of trash enclosure
- Street lighting location
- Landscape plan showing location of plantings, species, number, and size of fauna
- Building outline and floor area showing dimensions of floor area, building usage, building entrances, etc...
- Parking and off-street loading in accordance with parking requirements – include dimension of parking paces and access aisles, number and location of parking spaces, location of handicap spaces and ramps, and location of curb and gutter on all parking lots.
- Architectural drawings and profiles to ensure architectural compatibility
- Location of any existing structures, water wells, septic and fuel tanks on site
- Location of FEMA floodways and floodplains; if in floodway or floodplain, include elevation
- Location of proposed and existing signage, including height and setbacks