



P.O. Box 36
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Planning and Zoning Commission
Application for Display House Plat Approval

Subject Property Information (Please Type or Print)

Property Location (Including Address, if applicable): _____

Subdivision Name: _____

Annexation Date: _____ Current Zoning: _____

Number of Builders Constructing Display Houses in this Plat: _____

Number of Display Houses Being Construction in this Plat: _____

Applicant

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Contact Phone: _____ Fax: _____ Email: _____

Property Owner

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Contact Phone: _____ Fax: _____ Email: _____

Contract Purchaser (If Applicable)

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Contact Phone: _____ Fax: _____ Email: _____

Engineer

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Contact Phone: _____ Fax: _____ Email: _____

Builder(s)

Name (Builder 1): _____ Name (Builder 2): _____

Contact Person: _____ Contact Person: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Contact Phone: _____ Contact Phone: _____

Fax: _____ Fax: _____

Email: _____ Email: _____

Prior to review and approval of the Display House Plat by the Planning and Zoning Commission, the City will conduct a comprehensive review of the applicant's submission and provide a listing of any items that will need to be corrected, modified, or amended in order to meet City of Moscow Mills standards. If Planning and Zoning approval is granted, the required changes shall be shown on a revised Display House Plat that will be submitted to the City for final approval prior to the issuance of any Building Permits for the display homes. This application shall be accompanied by the following information:

- An application fee in accordance with the development fee schedule in Chapter 49 of the City Code, remitted in full. Fees to be paid regardless of Display House Plat approval. All documentation submitted as part of this application shall be turned into the City fully assembled in individual packets that are sorted, collated, and folded – or else the application materials will not be accepted.
- One (1) electronic copy in .PDF format of the Display House Plat.
- Name and address of the property owner, the applicant, and/or the developer.
- Name of the proposed subdivision, which shall be original and not a duplicate of any previously recorded subdivision. Provide a copy of a letter from Lincoln County approving subdivision and/or street names.
- A Display House Plat layout designed by a qualified land planner, registered professional architect, engineer or land surveyor, with their stamp, signature, address, that shall contain a complete set of notations and descriptions that supply City staff with all relevant site information including but not limited to:
 1. Which lots will have display homes
 2. Where off street parking will be located
 3. How display homes will be accessed from the public right of way
 4. Any additional information needed to demonstrate compliance with all applicable codes, requirements, and restrictions
- Provide a north arrow and a scale on each page of the submittal. The scale shall be no greater or less than one (1) inch equals 20 feet through one (1) inch equals 200 feet.
- A site location map that shows site in relation with the surrounding area.
- The total acreage of the area to be platted.
- Indicate square footage of each home and lot proposed.
- Show existing and proposed 100-year floodplain and floodway boundaries (where applicable) and include a note stating whether the site is within or outside the 100-year floodplain and reference the applicable FIRM map panel number and date. Where the floodplain is proposed to be altered, the application must contain

approval from FEMA for the alteration.

- Show the layout of all streets, sidewalks, or public access routes in the proposed plat. All of these shall be fully labeled to indicate width of right of way and proposed street names.
- Delineate the layout, dimensions, and setback requirements of each lot proposed. In addition, show the location of the proposed structure and any other associated accessory buildings.
- Provide one (1) electronic copy in .PDF format of the colored building elevations of all four sides of the “typical” proposed building and indicate the types of building materials.
- Adhere to all regulations set forth in City Ordinances.
- Provide an off-street parking area that conforms to the standards set forth in the Zoning Code, with the understanding that the parking surface will need to be removed at a later date (as determined by the City and Planning and Zoning Commission).
- Provide one (1) copy of all Display House Plat plan sheets in 11”x17”.
- Any other information deemed necessary by the Planning and Zoning Commission to adequately illustrate the proposed development.

Please note:

- The Display House Plat is not to be recorded.
- The Display House Plat is only valid until a Record Plat is approved by the City Council.
- Prior to construction, the required Building Permits must be obtained.
- Display homes cannot be sold until the plat on which the lot is located is legally recorded as a final record plat.

Applicant Signature

Date

City Clerk/Deputy City Clerk Signature

Date