Moscow Mills, Missouri
Simplified Schematic to the Subdivision Process

STEP ONE

Sketch/Plot Plan- City Code Chapter 46.265 and Appendix A-(not less than 45 days prior to prepreation of preliminary plat or site plan)

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Submit to City Clerk- To be reviewed by P&Z Chairman or City Official in charge of subdivision review

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Site Development Plan or Preliminary Plat-City Code 46.265, 46.445, and Appendix A-(must be acted on by the P&Z Commission within 60 days of submittal)

→ **Display Home Plat** (Optional)-Can be considered along with Preliminary Plat or after approval of Preliminary Plat

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Submit to City Clerk One electronic copy (in pdf format) and one paper copy along with P&Z forms MM101 and MM103 and applicable review fee from Chapter 49 Development Fee

Submit to City Clerk-One electronic copy (in pdf format) along with P&Z forms MM101 and MM113 and applicable review fee from Chapter 49 Development Fee

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City Engineer Reviews submited plans and corresponds with applicant to resolve deficiencies

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Re-submittal necessary?

- Yes → **Re-submit to City Clerk-**(not less than 7 days prior to P&Z Commission meeting)
- No → **City Engineer** makes written recommendation to

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Item placed on next available P & Z Commission agenda for consideration- (Agenda cut off date is Wednesday prior to meeting.)

STEP TWO

Improvement Plans Submittal- City Code 46.450 and Appendix A

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Submit to City Clerk One paper copy (24"x36"), one electronic copy (in pdf format), and two CD Rom's in Auto Cad format along with P&Z forms MM101 and MM107 and applicable review fee from Chapter 49 Development Fee Schedule

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City Engineer Reviews submited plans and corresponds with applicant to resolve deficiencies

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Re-submittal necessary?

- Yes → **Re-submit to City Clerk**
- No → **City Engineer** gives written approval of the plans to the City Clerk.

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Establish Deposit/Escrow Account for Improvements

STEP THREE

Final Plat or Record Plat- City Code 46.465 and Appendix A-(up to one year after approval of preliminary plat)

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Submit to City Clerk Two large (36"x 24") plat copies and one electronic copy (in pdf format) along with P&Z forms MM101 and MM105 and applicable review fee from Chapter 49 Development Fee Schedule-(at least ten (10) working days prior to the regular meetings of the Planning and Zoning Commission at which the action is desired.)

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City Engineer Reviews submited plat and corresponds with applicant to resolve deficiencies

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Re-submittal necessary?

- Yes → **Re-submit to City Clerk**
- No → **City Engineer** makes written recommendation to the P&Z Commission

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Item placed on next available P & Z Commission agenda for consideration-(Within sixty (60) days after the submission of a plat to the Commission. Agenda cut off date is Wednesday prior to meeting.)

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Item placed on next available Board of Aldermen agenda to consider P&Z Commission recommendation and consider final approval- (Agenda cut off date is Tuesday prior to meeting.)

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Final Plat Recorded at County Recorders office by applicant and a recorded copy returned to City Clerk

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Note: Working correspondence between the City Engineer and applicant will not be copied to the P&Z Commission or Board of Aldermen. Any unresolved issues will be communicated by the written report from the City Engineer upon placement of that item for consideration on the P&Z Commission or Board of Aldermen agenda.

Amended June 2, 2022