

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

**MINOR SUBDIVISION APPLICATION CHECKLIST**

A **complete** application for Minor 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 Minor 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 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 Minor 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 MINOR SUBDIVISION**

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

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

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

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

I (we), the petitioner(s) \_\_\_\_\_ am  
(are) seeking a **Minor 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 Minor 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.

## MINOR SUBDIVISION PLAT CHECKLIST

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### THE MINOR SUBDIVISION PLAT SHALL BE IN COMPLIANCE WITH APPLICABLE FINAL PLAT REQUIREMENTS IN SECTION 440.140(B) AND MUST CONTAIN THE FOLLOWING:

- The plat shall be prepared by a registered engineer or land surveyor, at a scale of one (1) inch = fifty (50) feet, on one (1) or more sheets whose maximum dimensions are thirty-six (36) by forty-two (42) inches.
- Name of subdivision and description of property.
- Signature block for the City of Fenton City Clerk and the Community Development Director (see attached example).
- Signature block for the lien holder (if applicable).
- Signature block for the property owner.
- North arrow and graphic scale.
- The boundary lines within the out-boundary lines of the subdivision with accurate distances and bearings; also all section, U.S. Survey and congressional township and range lines; and the boundary lines of municipalities, sewer and school districts, and other legally established districts within and the name of or description of any of the same adjacent to or abutting on the subdivision.
- All lot lines and an identification system for all lots, an accurate delineation of any property offered for dedication to public use, and lines of adjacent streets and alleys with their widths and names, and angle of intersection of all streets.
- Building lines and buffer areas, including minimum side and rear setbacks on the adjusted lots.
- Location of all existing buildings on the property (if applicable). All required setbacks and easements or streets, services, or utilities, including dimensions and listing types of uses that are being provided.
- All dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the subdivision, blocks, lots, streets, alleys, easements, setbacks, and of any other areas for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot.
- All survey monuments, together with the descriptions.
- Area in square feet for each lot or parcel on the plat or a supplemental sheet showing same.
- Certification by a land surveyor who performs the property survey to the effect that the plat represents a survey made by him, and that the locations of all required survey monuments, installed or to be installed, are correctly shown thereon. The month and year during which the survey was made shall also be shown.
- Trust indentures and trusteeships, when required by the City or imposed by the developer, and their periods of existence. Should such restrictions and trusteeships be of such length as to make the lettering of same on plat impracticable and thus necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat.
- Zoning District and Zoning District boundary line when property is located in more than one (1) district.
- Accurately note elevation referring to mean U.S.G.S. datum for permanent benchmark.

## SIGNATURE BLOCK EXAMPLES

UNDERSIGNED HEREBY CERTIFIES THAT THIS BOUNDARY ADJUSTMENT PLAT, SUBJECT TO ALL CONDITIONS CONTAINED HEREON, HAS BEEN APPROVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF FENTON, MISSOURI, FOR RECORDING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
CALLAN YEOMAN, CHAIRMAN OF THE PLANNING AND ZONING COMMISSION  
CITY OF FENTON

I, JANE HUNGLER, CITY CLERK FOR THE CITY OF FENTON, MISSOURI, DO HEREBY CERTIFY THAT THIS BOUNDARY ADJUSTMENT PLAT WAS APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF FENTON, MISSOURI. PASSED AND APPROVED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_, BY ORDINANCE \_\_\_\_\_.

\_\_\_\_\_  
JANE HUNGLER  
CITY CLERK, CITY OF FENTON

# 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