



# PRELIMINARY PLAT

## *GUIDE TO SUBDIVIDING PROPERTY IN OAK GROVE*

### **Background**

A preliminary plat is the first stage in the process of subdividing land into separate parcels for future sale or lease. The preliminary plat process helps promote development that is consistent with the City of Oak Grove's plans and ordinances. The process also ensures the adequate provision of public services such as water, sewer, and police and fire protection and evaluates the impacts of new development on neighboring properties.

### **Definition**

A preliminary plat is a proposal to legally subdivide a parcel of land into separate lots, each properly designed for a certain type of development. A preliminary plat acts as an agreement between the City and the subdivider as to the development's layout. Specific subdivision considerations include lot size, open space, density, street layout, access, floodplains, utilities, easements, and public improvements. The preliminary plat process is for subdividing property into six or more lots or for subdivisions that require the dedication of a public street or easement.

### **Conditions**

Preliminary plat applications are reviewed for conformity with the design and engineering standards in the Oak Grove Unified Development Code, Growth Management Plan, and other applicable provisions of the policies and standards of the City. The proposed subdivision's impact on neighboring property will be evaluated. In addition, the projected impacts on public services and facilities will be considered, along with any

proposed provisions to accommodate additional demands imposed on public infrastructure or services such as streets, water supply and storage, storm sewerage, sanitary sewerage, and wastewater treatment.

### **Process**

When proposing to subdivide property in the City of Oak Grove, the applicant should contact Community Development Department staff, who will explain the review process and provide the necessary forms, checklists, and dates. Next, the applicant must schedule a meeting with the City's Community Development Staff. The applicant should bring a preliminary sketch plan demonstrating the ideas and intentions in the platting of the proposed subdivision to the meeting. Lastly, an application and filing fee must be submitted to the Community Development Department before the filing deadline.

When the Community Development Department accepts a preliminary plat application, staff reviews it for completeness and compliance with applicable plans and ordinances. Staff will contact the applicant if additions or revisions to the application are necessary. Staff prepares a report containing its findings and a recommendation of approval or denial of the preliminary plat. The application and staff report are then submitted to the Planning and Zoning Commission for review.

## Distribution and Review

The Zoning Officer shall distribute one (1) or more copies of the preliminary plat to the following agencies, departments and other persons as may be deemed appropriate for the particular proposed subdivision: City Engineer, fire district, the Police Department, the school district, the Missouri Department of Transportation (if the subdivision is near a State highway) and any utility companies providing gas, electric or telephone service in or near the subdivision. The agencies, departments and persons named in this Section shall have a minimum of ten (10) working days to review the preliminary plat and make their report and recommendations to the Planning and Zoning Commission. The agencies, departments and appropriate persons named in this Section shall return preliminary plats, report and recommendations to the Planning and Zoning Commission. If such report has not been returned to the Zoning Officer prior to one (1) week before the Planning and Zoning meeting, the proposed plat shall be submitted to the Planning and Zoning Commission without recommendations by the reviewing agency or department.

## Adjacency Compatibility For Residential Development.

**Submission Requirement.** All single-family residential preliminary and final plat applications shall, upon request of the Zoning Officer, Planning and Zoning Commission or Board of Alderman, contain a statement, on a form provided by the Zoning Officer, regarding the compatibility of the proposed development with adjacent proposed or existing development that addresses the following considerations:

1. Street separation between the proposed development and the adjacent development;
2. Density of development, measured in dwelling units per acre;
3. Restrictions on types of fencing, parking of specific vehicles, dog runs and outbuildings;
4. Similarity of architectural style and character of structures in transition areas, including front elevations, exterior materials and roof pitch;
5. Classification and mixture of building types, including ranch, raised-ranch, split-level, multi-level, earth contact and two-story structures;
6. Green space or common area in transition areas, including areas, structures and amenities for the exclusive use and maintenance of homeowners of a subdivision;
7. Streetscape, including distinctive and aesthetic features of special street signage, street lighting fixtures, street trees and other landscaping;
8. Lot width;
9. Lot depth;
10. Setbacks; and

11. Square footage of homes in transition areas measured by total finished floor area.

Only proposed adjacent development for which the preliminary plat has been approved shall be considered in a statement regarding adjacency compatibility submitted pursuant to this Section.

## Action by Planning and Zoning Commission

The Planning and Zoning Commission shall consider the preliminary plat within sixty (60) days of its receipt by the Zoning Officer or at the next regular meeting for which the Zoning Officer may schedule the plat. The Planning and Zoning Commission shall review and consider the reports and recommendations of the agencies, departments and persons to whom the preliminary plat has been submitted for review.

1. The Planning and Zoning Commission shall determine, based on the evidence before it, whether the preliminary plats meet the design standards and requirements of these subdivision regulations and conforms to the requirements of the Unified Development Code, Comprehensive Plan and other applicable provisions of the policies and standards of the City of Oak Grove.

- a. If the preliminary plat does comply with all requirements, the Planning and Zoning Commission shall approve the preliminary plat; the approval shall be recorded on or attached to the preliminary plat.
- b. If the preliminary plat is in general compliance but not in complete compliance, the Planning and Zoning Commission may grant conditional approval of the preliminary plat. The conditions of such approval shall specify the modifications necessary to achieve full compliance. No final plat shall be recommended for approval unless such modifications are included to the satisfaction of the Planning and Zoning Commission. The conditions of approval shall be recorded on or attached to the preliminary plat.
- c. If the preliminary plat is not in compliance with all requirements, the Planning and Zoning Commission shall disapprove of the preliminary plat.

2. If the preliminary plat is not approved, the subdivider may modify the preliminary plat and resubmit it to the Planning and Zoning Commission. If the plat is amended and resubmitted within sixty (60) days of the disapproval of the original preliminary plat, no additional filing fee shall be required. The Planning and Zoning Commission may reconsider the preliminary plat at a regular meeting for which the Zoning Officer may schedule the plat.

## Timeline

### ► Contact Community Development Department to obtain necessary forms and dates

Applicant must schedule a meeting with the City's Community Development Staff.

Applicant should bring a preliminary sketch plan demonstrating the ideas and intentions in the platting of the proposed subdivision to the meeting.

### ► 30-60 Days Before P&Z Commission Meeting

Filing deadline

- Submit a completed application (see application checklist) & pay filing fee.

Preliminary plat distributed to local agencies and utility companies for review.

Staff review

### ► First and Third Tuesday of the Month

Planning and Zoning Commission Meeting

## Effect Of Approval Of Preliminary Plat

1. Approval of the preliminary plat shall not constitute acceptance of the subdivision by the Board of Alderman but shall be considered permission to prepare and submit a final plat. Preliminary plat approval shall be effective for no more than two (2) years from the date approval was granted unless, upon the request of the subdivider, the Board of Alderman grants an extension. If the preliminary plat approval expires, the preliminary plat shall be resubmitted, with all necessary fees, as if no such plat had ever been approved.
2. Applicant must request an extension of the preliminary plat within two (2) years of the last acceptance date of said preliminary plat or within two (2) years of the last approved final plat in said subdivision. An extension of the preliminary plat can only be requested if said plat remains unchanged from the last acceptance. A request for extension does not require an application fee or notification of surrounding property owners.
3. Traffic study. Upon approval of the preliminary plat and prior to preparation of the final plat and construction plans, a traffic study may be requested by the City Engineer to determine the impacts of the

proposed development on the existing street system. The traffic study must be prepared by a professional engineer licensed in the State of Missouri.

## Construction Plan Submittal

Upon approval of the preliminary plat and prior to submission of the final plat, the developer must proceed with the detailed construction plans required for all facilities and utilities. When the construction plans are completed, the developer then may submit the construction plans and the final plat to the Planning and Zoning Commission and the Board of Alderman for their review and approval. Submittal of the construction plans shall be made not less than twenty (20) days prior to the Planning and Zoning Commission meeting at which time the plans are to be considered. All improvements and facilities are required to be installed prior to issuance of a building permit.

## Contents Of Preliminary Plat.

1. The preliminary plat shall be submitted for review of the entire site, including all phases of construction. The site may be broken out into phases for final platting, once the Planning and Zoning Commission has approved the preliminary plat.
2. Twenty-five (25) paper print copies of the preliminary subdivision plat shall be furnished for review.
3. The preliminary plat for a subdivision shall be a formal plan, drawn to scale, indicating prominent existing features of a tract and its surroundings and the general layout of the proposed subdivision and shall meet the requirements outlined herein. The preliminary plat shall contain the following information:
  - a. Proposed name of subdivision. Names shall not duplicate too closely or resemble names of existing subdivisions.
  - b. Location of boundary lines in relation to section, quarter sections or quarter-quarter section lines and any adjacent corporate boundaries comprising a legal description of the property.
  - c. The names and addresses of the owner, subdivider and engineer or surveyor.
  - d. The plat shall be drawn with a standard engineering scale and a minimum dimension of one (1) inch equals one hundred (100) feet.
  - e. The date, north point and legend.
  - f. A vicinity or general location map showing section lines, the subdivision, adjacent subdivisions, corporate limits, main traffic arteries and other prominent features.

g. The layout, number and approximate dimensions of lots, the number or letter of each block and the minimum lot size in square feet.

h. Existing conditions.

1) The location, width and name of each existing or platted street or other public way, utility right-of-way, parks and other public open spaces, permanent buildings within or adjacent to the proposed subdivision, and other important features such as section lines and corners, survey monuments and political subdivision boundaries.

2) All existing sewers, water mains, gas mains, culverts, or other underground installations within the proposed subdivision or immediately adjacent thereto with pipe size, grade and locations shown.

3) The names of adjacent subdivisions and property owners directly abutting the proposed subdivision.

4) Topography (unless specifically waived by the City Engineer) with contour intervals of not more than five (5) feet referenced to U.S.G.S. datum; the location of watercourses, ravines, bridges, lakes, wooded areas, approximate acreage, and such other existing features as may be pertinent to the subdivision, the areas where grades are gentle, a lesser contour interval may be required.

5) The location and character of all adjacent existing public utility lines, including sewers (storm and sanitary), water, gas and power lines. If a community sewage treatment plant or other type of community disposal system is to be installed or constructed to serve all or certain portions of the proposed subdivision, the general plan for such community type sewage treatment or disposal system shall be shown and so identified on the preliminary plat.

6) Areas subject to flooding by a storm having the probability of occurring once in fifty (50) years, and areas in the official 100-year floodplain (as determined by the Federal Emergency Management Agency) shall be shown.

7) Zoning on and adjacent to the tract.

8) Location, elevation and description of the bench mark controlling the vertical survey tied to U.S.G.S. datum.

i. The following information with respect to the manner in which the tract is to be subdivided and developed shall be included on the preliminary plat.

1) Streets, showing the location, width, names and approximate grades thereof, the preliminary plat shall show the relationship of all streets to any projected streets shown on any development plan adopted by the Planning and Zoning Commission. Where the plat submitted includes only a part of the tract owned by the subdivider, a tentative plan of a proposed future street system for the unsubdivided portion shall be prepared and submitted by the subdivider. No street names shall be used which will duplicate or be confused with the names of existing streets. Existing street names shall be used where they are or would be logical extensions of existing streets, even though separated by undeveloped land. Street names shall be subject to the approval of the Planning and Zoning Commission.

2) Location and size of proposed parks, playgrounds, church or school sites, or other special uses of land to be considered for dedication to public use, or to be reserved by deed or covenant for the use of all property owners in the subdivision, and any conditions of such dedication or reservation.

3) Easements showing width and purpose.

4) Building setback lines with dimensions.

5) Sites, if any, to be allocated for development with other than single-family dwellings and indication of any lots on which use other than residential is proposed by the subdivider.

6) Location and type of utilities to be installed.

7) Location and width of proposed sidewalks in conformance with Section 405.440 (5).

j. The following data and information shall be submitted with the preliminary plat. If practical, such data and information may be shown on the preliminary plat. Otherwise, separate statements and/or maps shall accompany the preliminary plat.

1) Proposed deed restrictions, if any, in outline form.

2) Stages of development sequence in the total area is not proposed to be developed as one (1) unit.

3) Minimum livable floor area standards as follow:

a. At the time of approval of a preliminary plat for a residential subdivision, the Planning and Zoning Commission shall designate a minimum livable floor area classification for all the lots within the subdivision. Livable floor area shall not include open or screened porches, garages or basements, whether finished or unfinished.

b. Subdivisions are to be classified in a manner that minimizes the difference in dwelling sizes between adjacent residential developments. Unless the developer requests a higher classification, the Planning and Zoning Commission shall not classify the subdivision more than one (1) step lower than the classification of the abutting subdivision.

More than one (1) classification may be established within a subdivision when the Planning and Zoning Commission finds such multiple classifications appropriate to provide a more harmonious transition in dwelling sizes. However, no more than one (1) classification may be imposed on a single block within a subdivision. In the event the proposed subdivision adjoins land not previously classified, the Planning and Zoning Commission may designate a classification or classifications for the proposed subdivision that will, in its judgement, be in harmony with the surrounding area. In so doing, the Planning and Zoning Commission may take into account the average livable floor area and the minimum dwelling size requirements set for in deed restrictions of adjoining subdivisions and the overall intent of this Section.

c. The range of classifications and livable floor area shall be as follows:

<b>Classification</b>	<b>Minimum Livable Floor Area (square feet)</b>
A	2,600+
B	2,000
C	1,800
D	1,600
E	1,400
F	1,200
G	1,000

d. Approved dwelling size classifications shall be depicted on the final plat that is submitted for recordation.

e. No building permit shall be issued for construction of a single-family dwelling that contains a total livable floor area less than the livable floor area permitted by the classification approved by the Planning and Zoning Commission, at it shall be unlawful to construct a dwelling with less total livable floor area than the classification requires.

f. Each single-family dwelling to be constructed on land not previously assigned a minimum livable floor area classification shall contain a minimum floor area of one thousand (1,000) square feet.

4) A statement of the improvements that will be installed by the developer and the time when such improvements will be completed. This statement shall be of sufficient detail to permit determination of whether such improvements will comply with these regulations and other applicable Statutes, ordinances and regulations. If the nature of the approval of the preliminary plat is not practical, the Planning and Zoning Commission may waive the submission of such details, provided that they are submitted at least

thirty (30) days prior to the date that approval of the final plat is requested.

5) Preliminary plans and profiles of streets, sanitary sewer, storm sewer and water lines may be required. The location of bridges and culverts may also be required.

6) All preliminary and final plats must be prepared and sealed by a professional engineer licensed by the State of Missouri. All construction plans associated with a preliminary and final plat must be prepared and sealed by a professional engineer licensed by the State of Missouri.

7) A drainage study including analyses of existing and proposed drainage area, peak flows and storm sewer system capacities. Existing and proposed stormwater detention/retention basins shall also be described and performance calculations provided.

8) A traffic study including an analysis of impacts on the adjacent street network may be required by the City.

# **PRELIMINARY PLAT**

## **APPLICATION CHECKLIST**

For applications filed under Unified Development Code Section 405.420

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*In order to request a hearing before the Planning and Zoning Commission, a completed application must be received by the Community Development Department before the filing deadline. The filing deadline is 60 days before the next Planning and Zoning Commission meeting for preliminary plat applications. Please contact the Community Development Department for exact dates.*

*A complete application includes the following:*

- A completed application form.** The application forms are available in the Community Development Office located in Oak Grove City Hall or on the Internet at [www.cityfoakgrove.com](http://www.cityfoakgrove.com).
- Twenty five (25) full size copies of the preliminary plat.** The preliminary plat must include a formal plan, drawn to scale, indicating prominent existing features and the general layout of the proposed subdivision. The plat must contain all of the information listed on the Preliminary Plat Contents Checklist.
- Digital copy of the plat** one (1) digital copy of the plat and a **.PDF** of each sheet of the plat submittal.
- Attached legal description** in Word Document format (legal description must be full description with callouts).
- Ownership affidavit, copy of deed, or other proof of ownership OR ownership consent form.**
- An application fee of four hundred dollars (\$400.00), plus ten dollars (\$10) per lot plus associated cost payable to the City of Oak Grove.**

- A **Memorandum of Understanding** may be required by the City for any preliminary plat application request.

*In addition to the above application requirements, the applicant must submit all materials required by the City of Oak Grove Engineering Department. Specific engineering requirements will be determined at the pre-application meeting with the Development Review Committee.*

*Engineering requirements include the following:*

- **Traffic impact analysis.** A traffic study may be required to be submitted by the applicant with the preliminary plat.
- **Preliminary stormwater management plan.** A preliminary plan that demonstrates the proposed stormwater management methods and locations on the site will be required upon submittal of the preliminary plat.
- **Preliminary public utility plans.** Plans of streets, sanitary sewers, storm sewers, and water lines will be required. The location of bridges and culverts may also be required.
- **Preliminary grading and erosion control plans** will be required. See Oak Grove Unified Development Code Section 525.035 for plan submittal requirements.

# PRELIMINARY PLAT

## PLAT CONTENTS CHECKLIST

<b>A preliminary plat must contain the following information:</b>	
	<b>Proposed name of the subdivision.</b> Names shall not duplicate nor too closely resemble names of existing subdivisions.
	<b>Location of boundary lines</b> in relation to section, quarter sections, or quarter-quarter section lines and any adjacent corporate boundaries, comprising a legal description of the property.
	<b>The names and addresses of the owner, subdivider, and engineer or surveyor.</b>
	<b>The scale of the plat</b> shall be one (1) inch equals one hundred (100) feet.
	<b>The date, north point, and legend.</b>
	<b>A vicinity or general location map</b> showing section lines, the subdivision, adjacent subdivisions, corporate limits, main traffic arteries and other prominent features.
	<b>The layout, number, and approximate dimensions and areas of lots, the number or letter of each block, and the minimum lot size in square feet.</b>
	<b>Existing conditions:</b>
	<b>The location, width, and name of each existing or platted street or other public way</b> , utility rights-of-way, parks and other public open spaces, permanent buildings within or adjacent to the proposed subdivision, and other important features such as section lines and corners, survey monuments, and political subdivision boundaries.
	<b>All existing sewers, water mains, gas mains, culverts, or other underground installations</b> within the proposed subdivision or immediately adjacent thereto, with pipe size, grade, and locations shown.
	<b>The names and addresses of abutting property owners</b>
	<b>Topography</b> (unless specifically waived by the City Engineer) with contour intervals of not more than five (5) feet, referenced to USGS datum; the location of water courses, ravines, bridges, lakes, wooded areas, approximate acreage, and such other existing features as may be pertinent to subdivision. In areas where grades are gentle, a lesser contour interval may be required.
	<b>The location and character of all adjacent existing public utilities lines</b> , including sewers (storm and sanitary), water, gas and power lines. If a community sewage treatment plant or other type of community disposal system is to be installed or constructed to serve all or certain portions of the proposed subdivision, the general plan for such community type sewage treatment or disposal system shall be shown and so identified on the preliminary plat.
	<b>Areas subject to flooding</b> by a storm having the probability of occurring once in fifty (50) years, and areas in the official one hundred (100) year floodplain (as determined by the Federal Emergency Management Agency) shall be shown.

**PRELIMINARY PLAT CONTENTS CHECKLIST (2)**

	<b>Zoning</b> on and adjacent to the tract.
	<b>Location, elevation, and description of the bench mark</b> controlling the vertical survey which should, wherever possible, tie to USGS datum.
<b>The following information with respect to the manner in which the tract is to be subdivided and developed shall be included on the preliminary plat.</b>	
	<b>Streets</b> , showing the location, width, names and approximate grades thereof. The preliminary plat shall show the relationship of all streets to any projected streets shown on any development plan adopted by the Planning and Zoning Commission. Where the plat submitted includes only a part of the tract owned by the subdivider, a tentative plan of a proposed future street system for the unsubdivided portion shall be prepared and submitted by the subdivider. Street names must be in compliance with the <i>City of Oak Grove Addressing and Street Naming Policies</i> .
	<b>Location and size of proposed parks, playgrounds, church or school sites</b> , or other special uses of land to be considered for dedication to public use, or to be reserved by deed or covenant for the use of all property owners in the subdivision, and any conditions of such dedication or reservation.
	<b>Easements showing width and purpose.</b>
	<b>Building setback lines with dimensions.</b>
	<b>Sites, if any to be allocated for development with other than single-family dwellings</b> and indication of any lots on which use other than residential is proposed by the subdivider.
	<b>Location and type of utilities to be installed.</b>
	<b>Location and width of proposed sidewalks in conformance with UDC Section 510.020.</b>
	<b>Location and type of private amenities</b> to be provided by the developer in the subdivision.
<b>The following data and information must be submitted with the preliminary plat. If practical, such data and information may be shown on the plat. Otherwise, separate statements and/or maps shall accompany the preliminary plat.</b>	
	<b>Proposed deed restrictions</b> , if any, in outline form.
	<b>Stages of development sequence</b> if the total area is not proposed to be developed as one unit.
	<b>Schedule of when amenities will be constructed or installed.</b>
	<b>A statement of the improvements that will be installed by the developer and the time when such improvements will be completed.</b> This statement shall be of sufficient detail to permit determination of whether such improvements will comply with the Unified Development Code, and other applicable statutes, ordinances and regulations. If the nature of the improvements is such that preparation and submittal of all necessary details prior to the approval of the preliminary plat is not practical, then the Planning and Zoning Commission may waive the submission of such details, provided that is submitted at least thirty (30) days prior to the date that approval of the final plat is requested.
	<b>Preliminary plans of streets, sanitary sewers.</b> Storm sewers and water lines shall be required. The location of bridges and culverts may also be required.



## APPLICATION FOR PRELIMINARY PLAT

**SUBDIVISION NAME:** \_\_\_\_\_

**FOR OFFICE  
USE ONLY:** Zoning Officer: \_\_\_\_\_ Filing Fee: \_\_\_\_\_ Prelim. Plat #: \_\_\_\_\_  
P&Z Date: \_\_\_\_\_

### APPLICANT/OWNER INFORMATION

**Applicant Name:** \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Property Owner Name (if different than applicant):**

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Firm Preparing the Plat:** \_\_\_\_\_

Contact:

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

\*All correspondence on this application should be sent to (check one):  Applicant  Property Owner  Firm

### PROJECT INFORMATION

General Location or Address of Property:

Property Area in Acres and/or Square Feet: \_\_\_\_\_

Legal Description: ***Please attach***

Current Zoning of the Property: \_\_\_\_\_

**LAND USE DETAILS**

<b>Residential</b>			
	<b>Number of Lots</b>	<b>Number of Units</b>	<b>Acres/Square Feet</b>
Single Family			
Duplexes			
Multi-Family			

<b>Commercial/Industrial</b>			
	<b>Number of Lots</b>	<b>Building Sq. Footage</b>	<b>Acres/Square Feet</b>
Retail			
Office			
Industrial			

<b>Plat Dedications</b>		
	<b>Number of Tracts</b>	<b>Acres/Square Feet</b>
Private Open Space		
Public Parks		
Stormwater Detention		
Public Right-of-Way	---	

<b>Other (specify)</b>			
	<b>Number of Lots</b>	<b>Building Sq. Footage</b>	<b>Acres/Square Feet</b>

**APPLICANT'S DECLARATION**

My application consists of the following items and information necessary for a complete application:

<input type="checkbox"/> Completed application form	<input type="checkbox"/> Required fee: \$ 400.00 + \$10.00 per lot
<input type="checkbox"/> 25 full size copies of plat	<input type="checkbox"/> Attached legal description in Word Document format on a disk
<input type="checkbox"/> Digital copy of plat& .pdfs	<input type="checkbox"/> Traffic Impact Analysis, as required
<input type="checkbox"/> Ownership affidavit or owner(s) consent form	<input type="checkbox"/> Preliminary infrastructure plans, as required

**The following declarations are hereby made:**

- The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.
- The submitted plan, if any, contains all of the necessary information required by the Unified Development Code. I will provide any and all omitted information and understand omissions can delay the development process a minimum of thirty (30) days.
- The applicant has discussed this application with staff in the Community Development Department.

**Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- The information presented and contained within this application is true and correct to the best of the undersigner(s) knowledge.

**SIGNATURE OF OWNER(S) AND APPLICANT(S)****Printed Name:** \_\_\_\_\_**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Subscribed and sworn to me on this Stamp:  
 the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
 in the County of \_\_\_\_\_,  
 State of \_\_\_\_\_.

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

**Printed Name:** \_\_\_\_\_**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Subscribed and sworn to me on this Stamp:  
 the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
 in the County of \_\_\_\_\_,  
 State of \_\_\_\_\_.

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

**Printed Name:** \_\_\_\_\_**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Subscribed and sworn to me on this Stamp:  
 the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
 in the County of \_\_\_\_\_,  
 State of \_\_\_\_\_.

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

## OWNERSHIP AFFIDAVIT

STATE OF MISSOURI )  
COUNTY OF JACKSON )

Comes now \_\_\_\_\_ (owner)  
who being duly sworn upon his/her oath, does state that he/she is the owner of the  
property legally described in the proposed plat, titled

and acknowledges the submission of the application for subdivision of said property under the City of Oak Grove Unified Development Code.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**Signature of Owner**

Printed Name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

## Notary Public

### My Commission Expires