

INFORMATION ABOUT PRELIMINARY PLATS, FINAL PLATS, AND REZONINGS

Application deadline:

Application for plats and rezonings will be accepted on the first Monday of each month for the *following* month's Planning and Zoning Commission meeting. For example, for an application to be considered by the Planning and Zoning Commission at its February meeting, it must be submitted on the first Monday in January. If the first Monday is a holiday, then the deadline is the first Tuesday of the month.

What is required to be submitted?

All of the following items are required to be submitted at the deadline time discussed above in order to be considered a complete application. **Be advised that failure to submit any required items may result in rejection of the application by the Planning and Zoning Office.** These items are:

1. Septic System - A notice of Preliminary Approval from the Clay County Health Department, and if necessary, the Missouri Department of Natural Resources. The Clay County Health Department may be reached at 595-4200.
2. Water District - A letter or notice from the applicable water district indicating that the district is/is not able to serve the proposed subdivision with water. Certain water districts prefer the County supply them with a copy of the proposed project. For further information, please contact the respective water district, or the Clay County Planning and Zoning office at 407-3380.
3. List of Surrounding Property Owners - The names of all property owners within 1,000 feet of the boundaries of the proposed project. These names should be as accurate as possible to ensure that adequate notice is provided to the surrounding property owners. An applicant should have their surveyor or a title company gather the names. **This list must be submitted in both paper and electronic form.**
4. Driveway approval from the Missouri Department of Transportation (MoDOT) (if applicable) - if the plat abuts a state maintained roadway, MoDOT approval of any driveways onto those roads must accompany the plat application.
5. Paid receipt from the County Highway Department for its plan review fee – This fee must be submitted to the County Highway Department with a copy of the proposed plat/plan. The Clay County Highway Department may be reached at 407-3300.
6. A completed application form.
7. Plat copies (For plat applications only) - The applicant shall also submit 20 (large) and 2 (11x17) paper copies for review by the various agencies involved.
8. Application Fees - The appropriate application fees, as noted below:

Preliminary Plat - \$200.00, plus \$5.00 per lot and tract, plus regular postage fee* (if not with Rezoning application) per property owner within 1,000 feet of proposed project.
Final Plat - \$200.00, plus \$10.00 per lot and tract, and regular postage fee* per property owner within 1,000 feet of proposed project.
Rezoning – See Fee Schedule plus \$45.00 Legal Notice Fee and certified mailing cost* per property owner within 1,000 feet of proposed project.

*Prevailing Postage Rates