



CITY OF BRIDGETON ~ DEPARTMENT OF PUBLIC WORKS  
 12355 NATURAL BRIDGE ROAD, BRIDGETON, MO 63044  
 TEL. (314) 739-7665 FAX (314) 739-3456 WWW.BRIDGETONMO.COM

For office use only:

Application No. \_\_\_\_\_

**APPLICATION FOR GENERAL PLAT**

*The purpose of the Bridgeton Subdivision Ordinance (Municipal Code Chapter 400, Subdivision Regulations) is to control the division of land within the corporate area of Bridgeton in order to promote the public health, safety and general welfare; to further the orderly development of land; to establish accurate records of land subdivisions; to facilitate adequate and coordinated provision for transportation, water, sewerage, schools, parks and other public requirements; and to preserve natural features and historic landmarks.*

*Every subdivision of land within the corporate area of Bridgeton shall be shown on a plat and submitted to the City for its approval or disapproval in accordance with the provisions of the Subdivision Ordinance. No plat shall be recorded in the office of the St. Louis County Recorder of Deeds and no lots shall be sold from such plat unless and until it is approved as provided for in the Subdivision Ordinance.*

**I. APPLICATION TYPE**

Check (v) all applications that apply:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Preliminary Plan       | <input type="checkbox"/> Boundary Adjustment Plat             | <input type="checkbox"/> Display House Plat |
| <input type="checkbox"/> Final Plat             | <input type="checkbox"/> Vacation of Subdivision              | <input type="checkbox"/> Condominium Plat   |
| <input type="checkbox"/> Minor Subdivision Plat | <i>Note: Separate fees apply to each application selected</i> |   |

**II. APPLICANT INFORMATION**

Owner(s) of record of the hereinafter described property according to St. Louis County Tax Assessor's Record:

Name: \_\_\_\_\_ Telephone/Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*(Attach additional sheets as necessary)*

Applicant/Agent: \_\_\_\_\_ Telephone/Email: \_\_\_\_\_  
 (If other than owner(s))

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

**III. PROPERTY INFORMATION**

Project Name: \_\_\_\_\_

Street Address(es): \_\_\_\_\_

Locator Number(s): \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Current Zoning District(s): \_\_\_\_\_

**Note: Incomplete applications and plats not meeting subdivision regulations will not be forwarded to the Planning & Zoning Commission for review.**

## IV. SUBMITTAL REQUIREMENTS

### A. Preliminary Plan, Final Plat, Condominium Plat, Minor Subdivision, and Boundary Adjustment Plat

- 1) One (1) copy of a metes and bounds legal description of the property which is to be subdivided.
- 2) Three (3) copies of the plat prepared in accordance with the provisions of Chapter 400 of the City Code of Ordinances (the Bridgeton Subdivision Regulations).
- 3) One (1) copy of the plat reduced to 8½" x 11" and one (1) digital copy in PDF format.
- 4) For a minor subdivision, an updated title commitment for the property proposed to be subdivided.
- 5) Complete application and fee\*.

#### **\*Fees**

- I. At the time of filing a preliminary plan of a proposed subdivision, the subdivider shall pay a filing fee based on the following schedule:

Three (3) or less lots	\$ 500.00
Four (4) to twenty (20) lots	700.00
More than twenty (20) lots	900.00
- II. At the time of filing a final plat, the subdivider shall pay a fee of two hundred dollars (\$200.00) per lot, but not less than five hundred dollars (\$500.00). The fees thus collected shall be in lieu of the fees for City permits and inspections during the installation, by the subdivider, or required improvements such as paving, storm drainage facilities and other improvements to rights-of-way.
- III. At the time of filing the plat for a minor subdivision, the subdivider shall pay a filing fee of six hundred fifty dollars (\$650.00). At the time of filing a minor boundary adjustment plat, the owner of the land shall pay a filing fee of five hundred dollars (\$500.00). For a minor subdivision or a minor boundary adjustment plat, the final plat fee of two hundred dollars (\$200.00) per lot is not required.
- IV. For any subdivision or planned development with respect to which any Section of this Chapter or the Zoning Ordinance requires the applicant to submit a subdivision indenture or trust indenture, the applicant's filing fee shall be increased by four hundred dollars (\$400.00).
- V. For Condominium Plats, a fee of eight hundred fifty dollars (\$850.00) shall be paid at the time of filing the preliminary plan. Such fees shall be in lieu of fees for City permits and inspections during installation, by the subdivider, or improvements required under this Chapter. At the time of filing the final condominium plat, the subdivider shall pay an additional fee of eight hundred fifty dollars (\$850.00).

### B. Display House Plat

- 1) A complete outboundary survey of the proposed subdivision and the location of each display house in relation to proposed lots.
- 2) Complete application.
- 3) Filing fee of three hundred dollars (\$300.00)

### C. Vacation of Subdivision

- 1) Complete application.
- 2) Filing fee of five hundred dollars (\$500.00)
- 3) A legal description of the property affected.
- 4) A narrative describing the reasons why such vacation is necessary and the anticipated impact of such vacation on adjacent lands.

#### **Notes:**

- 1) *Please refer to the Subdivision Ordinance (Municipal Code Chapter 400) for complete submittal and review requirements.*
- 2) *Incomplete applications and plats not meeting subdivision regulations will not be forwarded to the Planning & Zoning Commission for review.*

## **2023 PLANNING & ZONING COMMISSION CALENDAR**

<b><u>Filing Deadline (5:00 pm)</u></b>	<b><u>Meeting Date (7:00 pm)</u></b>
<b>December 12, 2022</b>	<b>January 9, 2023</b>
<b>January 16</b>	<b>February 13</b>
<b>February 13</b>	<b>March 13</b>
<b>March 13</b>	<b>April 10</b>
<b>April 10</b>	<b>May 8</b>
<b>May 15</b>	<b>June 12</b>
<b>June 12</b>	<b>July 10</b>
<b>July 17</b>	<b>August 14</b>
<b>August 14</b>	<b>September 11</b>
<b>September 11</b>	<b>October 9</b>
<b>October 16</b>	<b>November 13</b>
<b>November 13</b>	<b>December 11</b>
<b>December 11</b>	<b>January 8, 2024</b>

### **APPLICATION PROCEDURE**

- 1) Prior to submitting an application the applicant is urged to meet with the Planning & Zoning Officer to discuss the proposal, review the procedures, and obtain the appropriate application form and procedure guidelines.
- 2) Planning & Zoning Commission hearing and review
  - a) The Commission will receive and hold a public hearing on the application (Except Boundary Adjustments and Display House Plats, which are approved administratively by Staff).
  - b) Notification of the hearing will be sent to surrounding property owners within 185 feet by Certified Mail, and will appear in a newspaper of general circulation at least 15 days prior to the meeting.
  - c) Commission normally makes a recommendation to City Council at the next regularly scheduled meeting, but may take action on the night of the hearing if all member questions and/or concerns are satisfied.
- 3) If no action is taken by the Commission within 80 days of the filing date or such additional period of time as may be agreed to by the applicant, the application shall be considered as being approved by the Commission as submitted.
- 4) City Council hearing and review
  - a) The City Council will consider the Commission's recommendation at a public hearing held immediately prior to a regular Council meeting. Council meetings are held on the first and third Wednesday each month, and a notice of the public hearing must appear in a newspaper of general circulation at least 15 days prior to the meeting date.
  - b) Council normally takes final action on the application at the next regularly scheduled meeting, but may delay action if members' questions and/or concerns have not been satisfied.

**For any related questions, please contact Planning & Zoning at 314-739-7665.**