AGENDA
The City of Rolla
Planning & Zoning Commission
Rolla City Council Chambers, 901 North Elm Street
Tuesday, April 12, 2022 at 5:30 PM

Commission Members:
Chairperson Don Brown, Vice-Chairperson Russell Schmidt, Secretary-Treasurer Robert Anderson, Lister Florence, Jr., Kevin Crider, Janece Martin, Monte Shields, Vacant, Vacant

I. APPROVE MINUTES: Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, March 15, 2022.

II. REPORT ON RECENT CITY COUNCIL ACTIONS: NONE

III. OLD BUSINESS:
1. SUB21-07, Ridgeview Christian Church Plat 1: A Minor Subdivision Final Plat to combine several lots into one lot and vacate the rights-of-way of Walker Ave and Ridgeview Rd adjacent to the property. Applicant has requested to be tabled to the May 10, 2022 meeting.

IV. PUBLIC HEARING:
1. SUB22-03, Bradley Addition: A Minor Subdivision Final Plat to combine several lots into 3 lots; dedicate rights-of-way for 13th Street and Tim Bradley Way; and vacate portions of the rights-of-way of Spring Avenue, 13th Street, and an alley between Poole Ave, Spring Ave, 13th Street, and University Dr.
2. ZON22-01, Collective Solutions: A rezoning (map amendment) from the C-3, Highway Commercial district to the M-1, Light Manufacturing district at 1898 Old Saint James Rd.

V. NEW BUSINESS:
1. SUB22-04, Replat of Lots 2 and 3 Happy Jack’s: A Minor Subdivision Final Plat to reorganize 2 residential lots.

VI. OTHER BUSINESS/REPORTS FROM THE CHAIRPERSON, COMMITTEE, OR STAFF: NONE

VII. CITIZEN COMMENTS:

NEXT MEETING DATE: Tuesday, May 10, 2022
MINUTES
ROLLA PLANNING AND ZONING COMMISSION MEETING
ROLLA CITY HALL COUNCIL CHAMBERS
TUESDAY, MARCH 15, 2022

Presiding: Don Brown, Chairperson

Commission Members Present: Walter Bowe, Lister Florence Jr., Janece Martin, Russell Schmidt, Kevin Crider

Commission Members Absent: Robert Anderson, Monte Shields

City Officials in Attendance: Tom Coots, City Planner, Sarah West, Administrative Assistant, Steve Flowers, Community Development Director

I. APPROVE MINUTES:
Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, February 15, 2022. Chairperson Don Brown approved the minutes as printed and distributed.

II. REPORT ON RECENT CITY COUNCIL ACTIONS:

1. SUB22-01, Davis Addition: A minor subdivision Final Plat to combine 3 commercial lots into one lot. Approved by City Council at March 7, 2022 meeting.

III. OLD BUSINESS:

1. SUB21-07, Ridgeview Christian Church Plat 1: A Minor Subdivision Final Plat to combine several lots into one lot and vacate the rights-of-way of Walker Ave and Ridgeview Rd adjacent to the property. Applicant has requested to be tabled to the April 12, 2022 meeting.

A motion was made by Walter Bowe, seconded by Janece Martin, to grant the applicant’s request to table the case to the April 12, 2022 meeting. A voice vote showed all in favor. The motion passes unanimously.

IV. PUBLIC HEARING:

1. SUB22-03, Bradley Addition: A Minor Subdivision Final Plat to combine several lots into 3 lots; dedicate rights-of-way for 13th Street and Tim Bradley Way; and vacate portions of the rights-of-way of Spring Avenue, 13th Street, and an alley between Poole Ave, Spring Ave, 13th Street, and University Dr. Applicant has requested to be postponed to the April 12, 2022 meeting.
A motion was made by Janece Martin, seconded by Walter Bowe, to grant the applicant’s request to postpone the case to the April 12, 2022 meeting. A voice vote showed all in favor. The motion passes unanimously.

V. NEW BUSINESS:

1. **SUB22-02, Jordan Subdivision #2**: A Minor Subdivision Final Plat to reorganize 3 commercial lots into 2 lots.

   *Tom Coots* presents the staff report.

   *Don Brown* asks about egress and ingress. *Coots* states that currently lot 1 has frontage on both Hartville Road and Highway 63, and the applicant is proposing a private access easement across lot 2 located near the current driveway. Lot 2 also has frontage on Highway 63 and Hartville Road.

   *Russell Schmidt* asks about a lot line being in close proximity to an existing building. *Coots* states this is the current lot line, and the proposed lot line will be in a different location. *Schmidt* asks about property ownership. *Coots* states the proposed lot 1 on the plat is owned by 3 Springs Holding LLC and the proposed lot 2 is owned by JC Land Investments LLC.

   *A motion is made by Russell Schmidt, seconded by Janece Martin, to recommend approval to City Council to reorganize 3 commercial lots into 2 lots. A roll call vote on the motion showed the following: Ayes: Bowe, Florence, Martin, Schmidt, and Crider. Nays: None. The motion passes unanimously.*

VI. OTHER BUSINESS / REPORTS FROM COMMITTEE OR STAFF: NONE

VII. CITIZEN COMMENTS: NONE

Meeting adjourned: 5:46 p.m.
Minutes prepared by: Sarah West

NEXT MEETING: Tuesday, April 12, 2022
Meeting Date: April 12, 2022

Subject: Bradley Addition: a Minor Subdivision Final Plat to combine several lots into three lots; vacate portions of the rights-of-way of Spring Ave, 13th Street, and an alley between Spring Ave, 13th St, 14th St, and Poole Ave; and dedicate the right-of-way for Tim Bradley Way.

Background: The City of Rolla, Move Rolla Transportation Development District, and Missouri S&T have partnered to construct a new road to replace University Drive as the entry to the university area from I-44. The new road is currently under construction. The Planning and Zoning Commission did review the planned route.

The plat will reorganize the entire area. The properties were acquired for the road project or by the university. The plat will dedicate needed easements to support the project. Additional vacation of rights-of-way and closures of roads in the area are likely to occur in the future.

The plat also formally names the new roadway ‘Tim Bradley Way.’ Tim Bradley is a major donor for the project for the university. This action is the first approval involving that name change. University Drive will cease to exist at the conclusion of the project, both in name and physically, as the former road location is planned to be vacated and turned over to the university.

Application and Notice:

   Applicant/Owner - City of Rolla and Missouri S&T
   City Council Date - April 18, 2022

Property Details:

   Current zoning - R-1, Single-family; R-2, Two-family; C-2, General Retail; and GI, Government and Institutional
   Current use - Vacant/University
   Land area - Lot 1 (0.77 acres); Lot 2 (3.51 acres); Lot 3 (2.19 acres)

Public Facilities/Improvements:

   Streets - The subject property has frontage on Bishop Ave (Hwy 63), a Primary Arterial road; the new Tim Bradley Way is to be a Major Arterial road; 12th St, 13th St, Poole Ave, and Spring Ave are all local streets.
   Sidewalks - Sidewalks are located or proposed to be constructed along the frontage of all road frontages.
   Utilities - The subject property should have access to all needed utilities, however, some relocations or construction could be needed depending on how the lots are developed.

Comprehensive Plan: The Comprehensive Plan designates the subject property as being appropriate for low/medium density residential and community commercial uses. The plan did not contemplate the relocation of University Drive or the university expansions into the area.
Discussion: The proposed plat appears to meet all zoning and subdivision requirements. The vacated streets are no longer needed, and have already been removed. All needed easements have been reserved.

Findings:
1. The proposed minor subdivision would reorganize several lots into three large lots, to be owned by the university.
2. Portions of 13th Street, Spring Street, and an alley are proposed to be vacated. The streets/alley are not needed and have already been removed.
3. All needed easements are to be reserved with the plat.
4. University Drive is to be relocated. The plat would name the new roadway ‘Tim Bradley Way.’
5. The plat appears to be in compliance with all applicable zoning, subdivision, and other requirements.

Alternatives:
1. Find the request meets all applicable requirements and recommend the City Council approve the request.
2. Find that the request could meet all applicable requirements with the imposition of reasonable conditions and recommend that the City Council conditionally approve the request.
3. Find that the request does not meet all applicable requirements and recommend that the City Council deny the request.
4. Find that additional information and discussion is needed prior to making a recommendation and table the request to a certain date.

Prepared by: Tom Coots, City Planner
Attachments: Public Notice, Plat
**Project Information:**

- **Case No:** SUB22-03
- **Location:** Various Properties
- **Applicant:** Curators of University of Missouri and City of Rolla

Request:
Vacation of portions of ROW of Spring Ave, 13th Street, alleys, and easements

**Public Hearings:**

- **Planning Commission**
  - April 12, 2022
  - 5:30 PM
  - City Hall: 1st Floor

- **City Council**
  - April 18, 2022
  - 6:30 PM
  - City Hall: 1st Floor

**For More Information Contact:**

**Tom Coots, City Planner**

tcoots@rollacity.org

(573) 426-6974

901 North Elm Street
City Hall: 2nd Floor
8:00 – 5:00 P.M.
Monday - Friday
**What is a Vacation?**

A vacation is an application to vacate (or remove) all or a portion of a right-of-way adjacent to a property or an easement on a property. The right-of-way or easement must be found to no longer serve any current or future purpose.

**What is a Right-of-Way?**

In the context of a vacation application, a right-of-way refers to the area which has been dedicated to the City – usually for a public street. An easement is a portion of land that has granted the City the right to use a private property for some public purpose – usually for utilities, drainage, or access.

**How Will This Impact My Property?**

Each case is different. Adjacent properties are more likely to be impacted. Please contact the Community Development Office at (573) 426-6974 if you have any questions.

**What If I Have Concerns About the Proposal?**

If you have any concerns or comments, please try to attend the meeting to learn details about the project. You will be given an opportunity to ask questions or make comments regarding the case.

**What If I Cannot Attend the Meeting?**

Please try to attend the meeting if you have any questions or concerns. However, if you are unable to attend the meeting, you may provide written comments by letter or email. These comments will be presented to the Board.

**What If I Have More Questions?**

Please contact the Community Development Office if you have any additional questions.

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**LEGAL DESCRIPTION**

Portions of the right-of-way of Spring Avenue between 12th Street and 13th Street; and portions of the right-of-way of 13th Street between Poole Avenue and 13th Street; and portions of the right-of-way of an alley between 13th Street, University Drive, Poole Avenue, and Spring Ave; and certain easements between 12th Street, Poole Avenue, University Drive, and Bishop Avenue.
Final Plat of
BRADLEY ADDITION

A Major Subdivision, being a resubdivision of all of SPRING AVENUE ADDITION; and, all of Block 3
and all of Block 5 of TOWNSEND ADDITION; and, a fractional part of Blocks 1, 2 and 4 of
TOWNSEND ADDITION; and, a fractional part of the Southeast Quarter of the Southwest Quarter of
Section 2, Township 37 North, Range 8 West; Rolla, Phelps County, Missouri.

See Sheet 2 for Vacation & Easement Details
See Sheet 3 for Dedications, Descriptions & Approvals
Final Plat of
BRADLEY ADDITION

A Major Subdivision, being a resubdivision of all of SPRING AVENUE ADDITION; and, all of Block 3 and all of Block 5 of TOWNSEND ADDITION; and, a fractional part of Blocks 1, 2 and 4 of TOWNSEND ADDITION; and, a fractional part of the Southeast Quarter of the Southwest Quarter of Section 2, Township 37 North, Range 8 West; Rolla, Phelps County, Missouri.
Meeting Date: April 12, 2022

Subject: Map Amendment (re zoning): 1898 Old Saint James Rd from the C-3, Highway Commercial district to the M-1, Light Manufacturing district.

Background: The subject property is the lease area for a proposed telecommunications tower on a larger property. The zoning is requested for the lease area only. A Conditional Use Permit was reviewed in 2021 to allow a telecommunications tower on the property. The CUP was denied by the City Council. One of the issues raised was the zoning of the property and the appropriateness of the tower and its height. The applicant is working to address the concerns for the tower in order to ultimately gain approval.

The subject property was rezoned from the M-1 district to the current C-3 district in 2009 to allow for the vehicle repair business on the remainder of the property.

Application and Notice:
Applicant- Russel Been of Collective Solutions, LLC
Owner - Barry Dunnigan of B Dunnigan Tours, LLC
Public Notice - Letters mailed to property owners within 300 feet; Legal ad in the Phelps County Focus; signage posted on the property; https://www.rollacity.org/agenda.shtml
City Council Date - April 18, 2022

Property Details:
Current zoning - C-3, Highway Commercial to M-1, Light Manufacturing
Current use - Vacant
Proposed use - Telecommunications tower
Land area - ~10,000 sq. ft.

Public Facilities/Improvements:
Streets - The subject property has frontage on Old Saint James Rd, a Major Arterial road.
Sidewalks - Sidewalks are located adjacent to the property.
Utilities - The subject property should have access to all needed public utilities.

Comprehensive Plan: The Comprehensive Plan designates the property as being appropriate for Industrial uses.
Discussion: The property is adjacent to industrial and commercial zoned properties and uses. The Comprehensive Plan indicates the property is appropriate for industrial uses. The M-1 district does not have a height limit for buildings or structures. The height of a telecommunications tower should not be a concern in the M-1 district. Other issues are still to be resolved before any permits for the proposed telecommunications tower can be permitted.

Rezoning Approval Criteria: A rezoning application must be reviewed to ensure that the following criteria are considered:
1. Consistency with the intent of the adopted Comprehensive Plan;
2. Changed or changing conditions in the neighborhood;
3. Compatibility with the uses permitted in the immediate vicinity;
4. Adequacy or availability of utility service and facilities;
5. Impacts on vehicular and pedestrian traffic safety;
6. Correction of an error in the application of this Article;
7. Viability of economic uses of the subject property if the proposed rezoning is denied; and
8. Relevant information submitted at the public hearing.

Findings:
1. The Comprehensive Plan does designate the subject property as being appropriate for Industrial uses.
2. The property is adjacent to properties which are zoned M-1, Light Manufacturing.
3. The property was formerly zoned M-1.
4. The M-1 district does not have a height limit. The applicant intends to erect a telecommunications tower on the property.

Alternatives:
1. Find the request meets the criteria for approval and recommend the City Council approve the request for a map amendment (rezoning) of the subject property.
2. Find that the proposed map amendment (rezoning) is not an appropriate use for the property and recommend that the City Council deny the request.
3. Find that additional information and discussion is needed prior to making a recommendation and table the request to a certain date.

Prepared by: Tom Coots, City Planner
Attachments: Public Notice Letter, Application
Project Information:
Case No: ZON22-01
Location: 1898 Old Saint James Rd
Applicant: Cellective Solutions, LLC
Request: Rezoning from C-3, Highway Commercial to the M-1, Light Manufacturing district.

Public Hearings:
Planning and Zoning Commission
April 12, 2022
5:30 PM
City Hall: 1st Floor

City Council
April 18, 2022
6:30 PM
City Hall: 1st Floor

For More Information Contact:
Tom Coots, City Planner
tcoots@rollacity.org
(573) 426-6974
901 North Elm Street
City Hall: 2nd Floor
8:00 – 5:00 P.M., Monday - Friday
Who and What is the Planning and Zoning Commission?

The Planning and Zoning Commission is an appointed group of citizens from Rolla who are charged with hearing and deciding land use applications, such as zoning and subdivisions. The Commission takes testimony and makes a recommendation to the City Council.

What is a Rezoning (Map Amendment)?

A Rezoning is a request to change the zoning of a property from one zoning district to another. Usually a rezoning would allow for a property to be used differently than in the past, or may allow for development or redevelopment.

What is Zoning?

The City of Rolla has adopted zoning regulations that divide the city into separate areas that allow for specified uses of property. For example, generally only residential uses are allowed in residential zones; commercial uses in commercial zones; etc..

How Will This Impact My Property?

Each case is different. Adjacent properties are more likely to be impacted. Please contact the Community Development Office at (573) 426-6974 if you have any questions.

What If I Have Concerns About the Proposal?

If you have any concerns or comments, please try to attend the meeting. You may learn details about the project at the meeting. You will be given an opportunity to ask questions or make comments.

You do have the right to gather signatures for a petition. If a petition is received by 30% of the land owners (by land area) within 185 feet of the subject property, such request would require approval of 2/3 of the City Councilors. Please contact the Community Development Office for a property owner list.

What If I Cannot Attend the Meeting?

Please try to attend the meeting if you have any questions or concerns. However, if you are unable to attend the meeting, you may provide written comments by letter or email. These comments will be presented to the Board.

What If I Have More Questions?

Please contact the Community Development Office if you have any additional questions.

LEGAL DESCRIPTION

A LEASED PREMISES BEING PART OF SECTION 1 IN TOWNSHIP 37 NORTH, RANGE 8 WEST IN PHELPS COUNTY, MISSOURI AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 1, TOWNSHIP 37 NORTH, RANGE 8 WEST; THENCE SOUTH 78 DEGREES 54 MINUTES 10 SECONDS EAST, 902.63 FEET TO A POINT IN THE EAST RIGHT OF WAY LINE OF OLD ST. JAMES ROAD, SAID POINT BEING THE NORTHWEST CORNER OF SURVEY RECORD BOOK 12 PAGE 130; THENCE ALONG SAID RIGHT OF WAY LINE, NORTH 23 DEGREES 00 MINUTES 40 SECONDS EAST, 63.76 FEET TO THE SOUTHWEST CORNER OF THE PARENT PARCEL DESCRIBED IN DOC#2018-5993 12/31/2018; THENCE LEAVING SAID RIGHT OF WAY LINE, ALONG THE SOUTH LINE OF SAID PARENT PARCEL; NORTH 89 DEGREES 47 MINUTES 30 SECONDS EAST, 21.76 FEET TO THE POINT OF BEGINNING OF SAID LEASE PREMISES; THENCE NORTH 23 DEGREES 00 MINUTES 40 SECONDS EAST, 100.00 FEET TO A POINT; THENCE SOUTH 62 DEGREES 51 MINUTES 12 SECONDS EAST, 200.00 FEET TO THE SAID SOUTH LINE; THENCE SOUTH 89 DEGREES 47 MINUTES 30 SECONDS WEST, 217.06 FEET TO THE POINT OF BEGINNING. CONTAINING 9974 SQUARE FEET OR 0.23 ACRES, MORE OR LESS.
## Land Use Application

### Contact Information:

**Property Owner:**
B. Dunnigan Tours, LLC

Name(s)
1900 Old St. James Road

Mailing Address
Rolla, MO 65401

City, State, Zip (573) 202-3949

Phone

Email

**Agent/Applicant (If Different Than Property Owner):**
Russell Been, Collective Solutions, LLC

Name
340 Marshall Road

Mailing Address
Vality Park, MO 63088

City, State, Zip (314) 989-9810

Phone

Email

### Property/Request Information:

Request:
- [X] Rezoning
- [ ] Planned Unit Development
- [ ] Conditional Use Permit
- [ ] Annexation
- [ ] Text Amendment

1900 Old St. James Road, Rolla, MO 65401

### Application Checklist:

- [X] Completed Application Form
- [X] Agent Letter (If Applicable)
- [ ] Filing Fee - $375 (Rezoning/CUP); $475 (PUD); $300 (CUP/PUD Amendment); $62.50 (Annexation for advertisement)
- [X] Legal Description (Unplatted and Irregular Lots Only)
- [X] Site Plan (If Applicable)
- [X] Letter of Request/Project Report (If Applicable)

### Office Use Only:

**Case No:** 20N09-01

**Submission Date:** 3.16.22

**DRC Meeting Date:** 3.19.22

**Advertise By:** 3.17.22

**PC Hearing Date:** 4.12.22

**CC Hearing Date:** 4.18.22/5.2.22
Rezonings (Map Amendments) are reviewed to meet the following criteria:
1. Consistency with the intent of the Rolla Comprehensive Plan.
2. Changed or changing conditions in the neighborhood.
3. Compatibility with other properties in the immediate vicinity.
4. Adequacy of utility service and facilities.
5. Impact on vehicular and pedestrian traffic safety.
6. Correction of an error in the application of the zoning regulations.
7. Viability of economic use of the subject property if rezoning is denied.
8. Relevant information received at the public hearing.

PUD's (Planned Unit Developments) are reviewed to meet the following goals:
1. Implementation of the Rolla Comprehensive Plan.
2. Efficient use of land to protect/preserve natural features of the land.
3. Harmonious and coherent site and building design to create a sense of place.
4. Direction of development to existing or proposed transportation and utility facilities.

CUP's (Conditional Use Permits) are reviewed to meet the following standards:
1. Compliance with zoning district regulations.
2. Impact to traffic or pedestrian safety and mitigation.
3. Not dominating the immediate neighborhood.
4. Provision of adequate parking facilities.
5. Adequacy of utilities and drainage facilities.
6. Compatibility with surrounding vicinity.

Annexation requests must include a notarized petition that includes the following statements:
1. That the all property owners or agents have signed the application.
2. That the property is not part of any incorporated municipality and is contiguous to the city of Rolla limits.
3. That the applicants request to be annexed as authorized by RSMo. Section 71.012.

Text Amendment requests must include a letter/report with includes the following:
1. Reasons for amending the codes and demonstrating that the request serves the general welfare and preserves the community interest.
2. Proposed modifications with proposed language in underline and language to be removed in strikethrough.

Acknowledgement and Authorization:
The owner(s) understand and agree that the application will be placed on hold until a complete application and all required items on the checklist are received. The owner(s) understand and agree to permitting employees of the City of Rolla to enter the subject property for purposes of posting a yard sign(s), retrieving the yard sign(s), taking photographs of the property/building(s), and investigating the property for pertinent information related to the request. Should ownership of the property change after the application is submitted, authorization is required from the new owner to continue with the review of the request, or the request will be withdrawn from consideration. The undersigned understands that refunds may be provided if the request is withdrawn prior to the Planning Commission hearing, less any costs already incurred.

Property Owner(s):

Barry Dunnigan

Applicant/Agent (if Different From Owner)

Russell S. Been
Meeting Date: April 12, 2022

Subject: Replat of Lots 2 and 3 Happy Jack’s: a Minor Subdivision Final Plat to reorganize two residential lots.

Background: Happy Jack’s subdivision was approved in 2015 to add a portion of an unplatted lot to a lot in the Oak Knoll subdivision. The applicant has submitted this subdivision to essentially undo that change, so the lot lines will revert to how the lots were arranged before the Happy Jack’s subdivision.

Application and Notice:
Applicant/Owner - Don Madison
Public Notice - [https://www.rollacity.org/agenda.shtml](https://www.rollacity.org/agenda.shtml)
City Council Date - April 18, 2022

Property Details:
Current zoning - R-1, Single-family
Current use - Residential
Land area - Lot 1: 0.77 acres; Lot 2: 1.59 acres

Public Facilities/Improvements:
Streets - The subject property has frontage on Rolla Street, a Major Arterial road; and frontage on Lariat Lane, a local street.
Sidewalks - Sidewalks are located along Rolla Street, but not on Lariat Ln.
Utilities - The subject property should have access to all needed utilities.

Comprehensive Plan: The Comprehensive Plan designates the subject property as being appropriate for Low Density residential uses.

Discussion: The proposed plat appears to meet all zoning and subdivision requirements. Approval of the plat would essentially revert the lots to their former layout. Lot 3B is a flag lot, but is existing and does meet the requirements for a flag lot.

Findings:
1. The proposed minor subdivision would reorganize two residential lots.
2. The plat appears to be in compliance with all applicable zoning, subdivision, and other requirements.
Alternatives:

1. Find the request meets all applicable requirements and recommend the City Council approve the request.
2. Find that the request could meet all applicable requirements with the imposition of reasonable conditions and recommend that the City Council conditionally approve the request.
3. Find that the request does not meet all applicable requirements and recommend that the City Council deny the request.
4. Find that additional information and discussion is needed prior to making a recommendation and table the request to a certain date.

Prepared by: Tom Coots, City Planner
Attachments: Area Map, Application, Plat
Project Information:
Case No: SUB22-04
Location: 400 Lariat Ln and 913 S Rolla St
Applicant: Don and Lina Madison
Request: Minor Subdivision to reorganize two residential lots

For More Information Contact:
Tom Coots, City Planner
tcoots@rollacity.org
(573) 426-6974
901 North Elm Street
City Hall: 2nd Floor
8:00 – 5:00 P.M.
Monday - Friday
Contact Information:

Property Owner:

Don Madison
Name(s)
400 Lariat Lane
Mailing Address
Rolla, MO 65401
City, State, Zip
573-465-1995
Phone
madison@msst.edu
Email

Agent/Applicant (If Different Than Property Owner):

Name
Mailing Address
City, State, Zip
Phone
Email

Property/Request Information:

Request:  _____ Sketch Plat
          _____ Major Subdivision
          X  _____ Minor Subdivision
          _____ Replat
          _____ Subdivision Variance
          _____ Vacation of ROW/easement

400 Lariat Lane / 913 S Rolla St.
Property Address/Location

R-1
Property Zoning

define

Number of existing and new lots proposed

Replat of Happy Jacks

Name of Subdivision

APPLICATION CHECKLIST:

Completed Application Form

Agent Letter (If Applicable)

Filing Fee - $300 (Major Subdivision); $100 (Minor Subdivision/Replat);
$350 (Subdivision Variance) + Recording Fee ($44 or $69)

Improvement Plans (Final Plats only; 1 paper copy and pdf version)

Plat (5 paper copies and pdf version) or Vacation Exhibit

Letter of Request (Subdivision Variance only)

OFFICE USE ONLY:

Case No: SUB 22-04
DRC Meeting Date: 4.5.22
Submission Date: 3.11.22
Advertise By: 

PC Hearing Date: 4.13.22
CC Hearing Date: 5.2.22
(Optional) Sketch Plats must include the following information (Section 42-32.1):
1. Proposed subdivision name, contact information for property owner, north arrow, scale, date.
2. Location map, general dimensions of property lines, existing easements, ROW’s, buildings, cemeteries, watercourses, flood areas, contours, etc.
3. Name, location, dimensions of existing streets; name, width, classification or proposed streets and alleys.
4. Existing utilities and stormwater management facilities on and adjacent to property.
5. Location, dimensions, and configuration of proposed lots.
6. Location and general layout of proposed water and sewer lines.

Preliminary Plats must include the following information (Section 42-32.2):
1. Legal description and boundary line.
2. Name and location of adjoining existing subdivisions, streets, ROW widths, alleys, property lines, etc.
3. Proposed streets with width, centerline, grade, length; dimensions of easements and alleys, etc.
4. Existing property lines, buildings, and utilities.
5. Arrangement, location, dimensions of proposed lots with area, line bearings, angles, and setbacks.
6. Location, dimensions, and area of land to be dedicated or reserved for common ownership.
7. Contour lines, water courses, ravines, culverts, bridges, ponds, etc.
8. Proposed sewer lines, storm sewer lines, drainage facilities, bridges, etc. and easements

Final Plats must include the following information (Section 42-32.3):
1. Items shown on Preliminary Plat except contours, land features, street grades, and utilities.
2. Plat restrictions and restrictive covenants regarding building permits.
3. Dedication deed for easements, streets, alleys, parkland, etc.
4. Access limitation and improvement acceptance notes.
5. Planning and Zoning Commission and City Council approval.
6. City and County tax release.
7. Surveyors and Recorders Certificate.

Note: A Major Subdivision must include a Preliminary Plat. A Major Subdivision is a subdivision which creates (S) or more lots and/or requires the extension of streets.

Vacations of rights-of-way or easements must include a Vacation Exhibit which shows property lines, buildings, utilities or public infrastructure within 30 feet of the area to be vacated. Property lines and building locations must be based on a survey. Utility locations may be from field observations, GIS, utility companies, and/or field markings.

Acknowledgement and Authorization:
The owner(s) understand and agree that the application will be placed on hold until a complete application and all required items on the checklist are received. The owner(s) understand and agree to permitting employees of the City of Rolla to enter the subject property for purposes of posting a yard sign(s), retrieving the yard sign(s), taking photographs of the property/building(s), and investigating the property for pertinent information related to the request. Should ownership of the property change after the application is submitted, authorization is required from the new owner to continue with the review of the request, or the request will be withdrawn from consideration. The undersigned understands that refunds may be provided if the request is withdrawn prior to the Planning Commission hearing, less any costs already incurred.

Property Owner(s):

[Signatures]

Applicant/Agent (if Different From Owner)

[Signatures]

[Signatures]