

**PROCEDURE FOR REVIEW AND APPROVAL
OF PLANS FOR PUBLIC IMPROVEMENTS
CITY OF JEFFERSON, MISSOURI**

- I. One set of necessary documents with completed document checklist are submitted to the Department of Community Development for review.
- II. The documents will be reviewed for completeness.
 - A. If all necessary documents are not included, the engineer will be notified that the documents are incomplete and cannot be reviewed.
 - B. Once all necessary documents are submitted, the review process will begin. For plans that do not require a large number of corrections, this initial review process can generally be completed within two (2) weeks.
- III. The contents of the documents will be reviewed for compliance with City requirements.
 - A. Minor changes and additions required will be so indicated, a copy of the marked up prints will be made, and the engineer will be notified that the plans are ready to be picked up.
 - B. If a plan requires major revision this will be noted, the review process will end and the engineer will be notified.
- IV. The previous step will continue until the plan is ready for approval. Subsequent reviews should be completed within one (1) week.
- V. Easements and right-of-way deeds.
 - A. The Consultant must obtain City concurrence before dedicating any easements and/or right-of-way.
 - B. The legal description of same shall be submitted with improvement plans and must be approved before documents are recorded.
 - C. Documents must be recorded and original recorded document must be given to the Department of Community Development before a plan can be approved.
 - D. Right-of-way will generally be dedicated by plats.

VI. Plats

- A. Public improvement plans shall be submitted concurrently with the plat.
- B. Public improvement plans must be approved and 200 scale sketch of plat submitted before the plat will be signed by the Director of Community Development.

VII. Approval of plans

- A. The engineer shall submit the original tracing and necessary recorded easement and right-of-way dedication documents.
- B. The signature of the Director of Community Development signifies approval.
- C. The Department of Community Development will make appropriate copies of the approved original and notify the engineer of approval.

VIII. Construction

- A. Construction staking shall be done only from an approved plan.
- B. The owner shall be responsible for notifying the Department of Community Development that construction will begin at least three (3) working days in advance.
- C. If construction is not accomplished within two years of the date of approval of the plans, the plans will have to be brought up to current standards with subsequent approval before construction begins.

(City Code, Section 33-8. Final Plat, contents, submission procedure.)

1B. Submission Procedure

1. Within six months, or within such additional time as the owner in writing may request and the Commission may allow, from the date of approval or conditional approval of the preliminary plat of a subdivision, or section or tract there. of, the owner shall cause to be prepared by a registered surveyor and submit to the Office of Community Development, five (5) prints of the final plat thereof to be referred to the Commission for their review and recommendations.
2. If the owner fails to file with the Commission the final plat within the time mentioned in Section 33-8(B)(1), the Commission shall, by written report, vacate and set aside its previous report approving the preliminary plat, and a copy of such report shall be sent to the owner and the City Council. The report shall be final and unappealable.
3. The submission of the final plat shall be accompanied by five (5) prints of the proposed design of all streets, sanitary and storm sewers, sidewalks, and any other necessary appurtenances, drawn to a scale of not more than fifty (50) feet to the inch horizontal and (10) feet to the inch vertical and as per specifications for street and sewer improvements on file in the Department of Community Development.
4. At the next regular scheduled meeting, the Commission shall review the final plat and design plans, and notify the owner of the date, time and place of the meeting of the Commission and the owner may appear and be heard.
5. Within forty-five (45) days or such additional time as the owner consents to in writing, from receipt of the plat and design plans by its Chairman, the Commission shall act upon the plat and plans and approve, conditionally approve or disapprove same.
6. The Commission shall submit a written report of its action on the final plat and design plans to the owner and the City Council along with a copy of the plat indicating any necessary revisions or modifications. The owner shall be entitled to appeal the Commission report to the City Council in the manner prescribed in Section 33-7(D)(5).
7. If the Commission approves the final plat, it shall endorse its approval of the five (5) prints thereof, retain one print and transmit one print to the owner and three (3) prints to the City Council. In addition, the owner shall furnish the Director of Community Development the original tracing and a reproducible copy of the final plat as approved. The tracing shall be transmitted to the Recorder of Deeds when all the necessary signatures have been affixed.