



# City of Crystal Lake Park

P.O. Box 31338  
St. Louis, Missouri 63131

## APPLICATION FOR PLAT APPROVAL

*(please type or print)*

**ALL APPLICABLE SECTIONS OF APPLICATION MUST BE COMPLETE  
APPLICATION MUST BE CONSISTENT WITH SUBMITTED MATERIALS.**

---

### PART A: PARTIES IN INTEREST

Name and Title of Applicant: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Interest in Property: \_\_\_\_\_

Name of Applicant's Agent - if different than above: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Name of Owner(s) - if different than above: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Name of Architect, Landscape Architect, Planner or Engineer:

Name/Position: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

---

### PART B: SITE DESCRIPTION

Legal Address of Property (ies): \_\_\_\_\_ Locator No(s). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

---

### PART C: LOTS INVOLVED:

**EXISTING LOT ONE**

**PROPOSED LOT ONE**

Lot size: \_\_\_\_\_

Lot Size: \_\_\_\_\_

Description of change: \_\_\_\_\_

**EXISTING LOT TWO**

**PROPOSED LOT TWO**

Lot size: \_\_\_\_\_

Lot Size: \_\_\_\_\_

Description of change: \_\_\_\_\_

**EXISTING LOT THREE**

**PROPOSED LOT THREE**

Lot size: \_\_\_\_\_

Lot Size: \_\_\_\_\_

Description of change: \_\_\_\_\_

**PART D: FULL LEGAL NAME IS REQUIRED**

*Signature of Applicant (Required):* \_\_\_\_\_ *Date:*  
\_\_\_\_\_

*Title:* \_\_\_\_\_ *Relation to the Property Owner:*  
\_\_\_\_\_

*Signature of Property Owner (Required):* \_\_\_\_\_ *Date:*  
\_\_\_\_\_

**PART F: FOR CITY USE CHECKLIST**

\_\_\_\_\_ \$50 Application fee.

\_\_\_\_\_ \$350 Deposit to cover the cost associated publishing in the local paper and with third party professional reviews. The actual review may cost less in which case a refund will be issued to the applicant. If the costs are more than the deposit, the applicant will be responsible for repayment to the City.

\_\_\_\_\_ One digital copy must be submitted initially for staff review. Staff will review the digital plans and provide the applicant with a list of corrections, deficiencies or other changes which must be made to the submittal.

\_\_\_\_\_ Name, address, and telephone number of the person or firm submitting the documents and the person or firm to whom the review comments should be forwarded.

\_\_\_\_\_ Once plans are revised to address all necessary corrections, deficiencies or other changes, the applicant must submit 10 plan sets (11" by 17").

\_\_\_\_\_ Letter addressed to the Board of Aldermen explaining the details of the project.

**Plans Must Depict:**

\_\_\_\_\_ Location and identification of all setbacks and easements (existing and proposed).

\_\_\_\_\_ Name of subdivision, which name shall not duplicate or be alike in pronunciation of the name of any plat theretofore recorded in the City.

- \_\_\_\_\_ Location by section, town, range or by other legal description and small scale map showing location .
- \_\_\_\_\_ Names and addresses of the owner, subdivider, surveyor and designer of the plat
- \_\_\_\_\_ Graphic scale
- \_\_\_\_\_ North point
- \_\_\_\_\_ Date of preparation
- \_\_\_\_\_ Property lines
- \_\_\_\_\_ Total acreage/square footage
- \_\_\_\_\_ Platted streets, utility easements showing right-of-way widths and names of streets
- \_\_\_\_\_ Permanent buildings and other structures
- \_\_\_\_\_ Existing sewers, water mains, culverts or other underground facilities
- \_\_\_\_\_ Topography showing lakes, watercourses, swamp areas and contour at vertical intervals of not more than two (2) feet unless steep terrain enables five-foot contours to adequately portray the land conditions; contour lines shall be shown by means of dashed lines on the preliminary plat and shall be numbered to the United State Geological datum
- \_\_\_\_\_ Location and width of proposed pedestrian ways and utility easements.
- \_\_\_\_\_ Layout, numbers and minimum dimensions of lots.
- \_\_\_\_\_ Accurate location of all monuments.
- \_\_\_\_\_ Certification by a registered land surveyor to the effect that the plat represents a survey made by him and that monuments and markers shown thereon exist as located and that all dimensional and geodetic details are correct.
- \_\_\_\_\_ Notarized certification by owner, and by any mortgage holder of record, of the adoption of the plat and the dedication of streets and other public areas in the form approved by the city attorney.