

CITY OF NEW MELLE
State of Missouri
145 Almeling Street, PO Box 114
New Melle, MO 63365
Phone: 636-828-4807
www.cityofnewmelle.com

COMMERCIAL RECORD PLAT APPLICATION

APPLICANT:

(Name)

(Address)

(Phone)

LOCATION OF PROPERTY/DEVELOPMENT (ADDRESS/NAME): _____

OWNER(s) (attach additional)

Contract Purchaser/Developer

Printed Name

Company Name

Printed Name

Printed Name, Title

Street Address

Street Address

City/State/Zip Code

City/State/Zip Code

Telephone

Email

Telephone

Email

LEGAL DESCRIPTION OF PROPERTY (other than address) _____

EXISTING ZONING: _____

PROPOSED USE: _____

DATE PRELIMINARY PLAT OR FINAL PLAN APPROVED: _____

RECORD PLAT REVIEW FEE SUBMITTED (see zoning ordinance for amount):
_____ (Checks must be made payable to the City of New Melle)

Attach:

_____ Engineer's Estimate for all required subdivision improvements in categories conforming to the city's standard escrow agreement.

_____ A copy of the deed restrictions or covenants for the proposed subdivision.

_____ Copy of all off-site easements.

The applicant is required to appear before the Commission.

Fee: A non-refundable fee of **\$125** shall be paid by the applicant or applicants for each plat or plan review. Applicant shall also submit a **deposit for Professional Services**. Refer to the New Melle Fee Schedule for the amount required for Professional Services. The City may upon demand require an additional deposit for fees exceeding the amount or shall be refunded remaining deposit if charges are less.

Please Note:

Prior to approval of a Building Permit, a Construction Site Plan must be reviewed and approved by the City Engineer/Building Official. In addition, the appropriate Fire Protection District will need to review and approve the development.

Any signage to be placed on the subject property requires a separate Sign Permit.

Any business occupying the site requires approval of a Business License.

Applicant's Signature

Date

Owner's Signature (additional below)

Date

Note: By affixing signatures to this application form, the Applicant and Owner hereby verify that; they have reviewed the applicable zoning regulations; they are familiar with the specific requirements relative to this application; and they take full responsibility for this application. The above signatures further indicate that the information provided on this form and on any additional data attached hereto is true, complete, and accurate.