



City Hall  
2032 Hanley Road  
Dardenne Prairie, MO 63368  
Phone 636.561.1718  
Fax 636.625.0077

**PLAT SUBMITTAL INFORMATION**

CITY OF DARDENNE PRAIRIE, MISSOURI

[www.DardennePrairie.org](http://www.DardennePrairie.org)

Designer or Surveyor:

\_\_\_\_\_

Company Name

\_\_\_\_\_

Printed Name, Title

\_\_\_\_\_

Street Address

\_\_\_\_\_

City/State/Zip Code

\_\_\_\_\_

Telephone

Facsimile

\_\_\_\_\_

Email Address

OWNER (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

Facsimile

\_\_\_\_\_

Telephone

Facsimile

\_\_\_\_\_

Email Address

\_\_\_\_\_

Email Address

PARCEL ADDRESS: \_\_\_\_\_

PARCEL ID Number(s): \_\_\_\_\_

EXISTING ZONING: \_\_\_\_\_

LAND USE TYPE (Residential / Commercial / Industrial / Mixed): \_\_\_\_\_

TYPE OF PLAT: \_\_\_\_\_ NO. UNITS: \_\_\_\_\_

(Preliminary / Final / Lot Split / Consolidation / Re-Subdivision / Record Plat/ Display House)

PLAT REVIEW FEE SUBMITTED: \_\_\_\_\_

***Please Note:***

- No subdivision plat or replat shall be filed for record or recorded in the office of the Recorder of Deeds for St. Charles County, Missouri, unless and until the approval of the City Clerk is endorsed thereon. No lot shall be sold for such subdivision plat or replat until it has been approved by the above and approved by the City Engineer and filed for record in the office of the Recorder of Deeds of St. Charles County, Missouri.
- Approval of a Display House Plat is the procedure necessary for the construction of a display house prior to the recording of the record subdivision plat.  
All permanent structures shall be located on an approved subdivided lot by means of a record plat within one (1) year of the display house plat approval or such longer period as may be permitted by the City Engineer. If the record plat is not approved and recorded at the St. Charles County Recorder of Deeds office within the one (1) year period referred to above, the then owner shall remove or cause to be removed all structures from the property. Failure of the then owner to remove all structures from the property within ten (10) days of the end of the one (1) year period referred to above shall constitute a violation of the Municipal Code.
- After the improvement plans have been approved and all inspection fees paid, but before approval of the record subdivision plat, the developer shall guarantee the completion of improvements required by the approved improvement plans ("required improvements") and guarantee maintenance of such improvements as required by the Municipal Code.

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CHECKLIST TO COMPLETE THIS APPLICATION

- Two (2) folded copies of the plat are provided.  
*Additional copies will be requested upon review by the City Engineer.*
- The plat review fee is provided with this application.

\*\*\*Before signing this application, make sure all items above are completed\*\*\*

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Designer or Surveyor's Signature

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Date

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Owner's Signature  
(additional below)

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Date

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