



City of Olivette Public Services  
 Department of Planning and Community Development  
 1200 North Price Road  
 Olivette, MO 63132  
 (314) 993-0252 (Office)  
 (314) 994-9862 (Fax)  
 Carlos Trejo, AICP  
 Director

## PETITION FOR LAND SUBDIVISION, ADJUSTMENTS, & VACATIONS

**APPLICANT INFORMATION:**

Name:		
Company:		
Street Address:		
City:	State:	Zip Code:
E-mail:		Phone Number:

The petition is for which of the following: (Check all that apply under this petition request.)

- |   |  |
|---|--|
| <input type="checkbox"/> Preliminary Subdivision<br>(\$150 filing fee, plus \$50 per lot or unit)<br>Date of Pre-Application Conference: ____/____/____ | <input type="checkbox"/> Boundary Adjustment<br>(\$150 filing fee) |
| <input type="checkbox"/> Final Subdivision<br>(\$150 filing fee)<br>Date of Approved Preliminary Plat: ____/____/____                                   | <input type="checkbox"/> Vacation<br>(\$150 filing fee)            |

All correspondence, appointments and communications shall be conducted through the applicant. It is the applicant's responsibility to provide all information to property owners, clients, etc.

Please note all the properties to be involved in the proposed subdivision: (If additional space is necessary, please prepare a separate table including information on each property as shown below)

Saint Louis County Locator Nos.	Property Address	Legal Description of Property	Name of Owner(s)	Owner Mailing Address

Please attach proof of ownership and/or authorization to act as an agent of the owner of each of the properties.

Provide a letter of intent describing the proposed subdivision, including subdivision name, number of lots and proposed use.

On a separate sheet, provide a complete meets and bounds description of the property(ies) to be subdivided, including the approximate area of the property(ies) stated to the nearest tenth (1/10) of an acre.

Provide a copy of the most recent instrument conveying title to the land proposed to be subdivided from the office of the St. Louis County Recorder. Such instrument shall include the name of the grantor and the grantee, and the date and type of conveyance.

Provide a County Tax Receipt of all taxes being paid and up to date.

The petition application, three (3) sets of plans containing all the attached submission standards, PDF files of all the documents submitted, and the associated filing fee(s) must be submitted thirty (30) days before a scheduled meeting.

**An incomplete petition shall be returned to the applicant. The applicant may resubmit for the next scheduled meeting.**

To insure that the applicant has read and understands the Petition and submission standards, described herein, please sign the following:

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date



## PLANNING AND COMMUNITY DESIGN COMMISSION 2013-2014 CALENDAR YEAR SCHEDULE OF DATES

The Planning and Community Design Commission conducts meeting on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month.

**Section 425.040 of the Olivette Municipal Code:**

- Petitions for Community Design Review for a single family additions and exterior alteration or an accessory structure must be submitted at least 15-days prior to a scheduled meeting date.
- Petitions for Community Design Review, Site Plan Review, and Special Permit Use are reviewed on the 2<sup>nd</sup> scheduled meeting of the month and must be submitted at least 30-days prior to a scheduled meeting date.

MEETING DATES	15-Day Deadline (Residential Additions/Exterior Alterations)	30-Day Deadline (New Single Family Homes and non-residential petitions)
January 2, 2014	December 18, 2013	Work Session Only
January 16, 2014	January 1, 2014	December 17, 2013
February 6, 2014	January 22, 2014	Work Session Only
February 20, 2014	February 5, 2014	January 21, 2014
March 6, 2014	February 19, 2014	Work Session Only
March 20, 2014	March 5, 2014	February 18, 2014
April 3, 2014	March 19, 2014	Work Session Only
April 17, 2014	April 2, 2014	March 18, 2014
May 1, 2014	April 16, 2014	Work Session Only
May 15, 2014	April 30, 2014	April 15, 2014
June 5, 2014	May 21, 2014	Work Session Only
June 19, 2014	June 4, 2014	May 20, 2014
July 3, 2014	June 18, 2014	Work Session Only
July 17, 2014	July 2, 2014	June 17, 2014
August 7, 2014	July 23, 2014	Work Session Only
August 21, 2014	August 6, 2014	July 22, 2014
September 4, 2014	August 20, 2014	Work Session Only
September 18, 2014	September 3, 2014	August 19, 2014
October 2, 2014	September 17, 2014	Work Session Only
October 16, 2014	October 1, 2014	September 16, 2014
November 6, 2014	October 22, 2014	Work Session Only
November 20, 2014	November 5, 2014	October 21, 2014
December 4, 2014	November 19, 2014	Work Session Only
December 18, 2014	December 3, 2014	November 18, 2014
January 1, 2015	December 17, 2014	Work Session Only
January 15, 2015	December 31, 2014	December 16, 2014
February 5, 2015	January 21, 2015	Work Session Only
February 19, 2015	February 4, 2015	January 20, 2015
March 5, 2015	February 18, 2015	Work Session Only
March 19, 2015	March 4, 2015	February 17, 2015
April 2, 2015	March 18, 2015	Work Session Only
April 16, 2015	April 1, 2015	March 17, 2015

# PRELIMINARY SUBDIVISION PLAT SUBMISSION REQUIREMENTS

The following is taken from Article V Preliminary Subdivision Plat of Chapter 405 Subdivisions Regulations, being part of Title IV Land Use of the Olivette Municipal Code.

## **Section 405.100. Submission Requirements.**

At the time the petition application is submitted, the following shall be provided:

- Five (5) copies of the proposed preliminary subdivision plat on twenty-four (24) inch by thirty-six (36) inch paper containing all the information noted below,
- A PDF file containing all the information noted below, and
- one (1) reduced eight and one-half (8.5) inch by eleven (11) inch copy containing all the information noted below.

After staff review, twenty-one (21) full sized copies, one (1) reduced copy and one (1) digitized version of the preliminary subdivision plat, submitted in a format compatible with the City of Olivette mapping software, will be required for distribution to the Commission.

A Preliminary Subdivision Plat petition must contain the following:

- a. Drawn to a scale from one (1) inch equals twenty (20) feet through one (1) inch equals one hundred (100) feet, so long as the scale is an increment of ten (10) feet.
- b. The name of the proposed subdivision, which shall be original and not a duplication of the name of any previously recorded subdivision or development in the City of Olivette.
- c. Names and addresses of the owner, subdivider, professional engineer or registered land surveyor who prepared the plat.
- d. A vicinity map showing the relationship of the proposed subdivision to the surrounding area. The vicinity map shall cover an area within a radius of one (1) mile of the proposed subdivision at a scale of one (1) inch equals two thousand (2,000) feet. The vicinity map shall generally locate arterial streets, highways, railroads and any significant landmarks which help to locate the subdivision.
- e. The approximate area of the proposed subdivision and the proposed lots therein stated in the nearest tenth (1/10) of an acre, including a complete metes and bounds written description of the subdivision boundaries.
- f. Dimensions of:
  - (1) The parcel or parcels to be subdivided,
  - (2) Each proposed lot intended for sale or lease,
  - (3) Proposed common ground.
- g. Existing and proposed contour data to indicate the slope and drainage of the entire subdivision and the high and low elevation points thereof. Contour data shall be in intervals of two (2) feet if the general slope across the subdivision is less than ten percent (10%) and at vertical intervals of five (5) feet if the general slope is ten percent (10%) or greater. Contour data shall extend one hundred fifty (150) feet beyond the limits of the subdivision boundaries. U.S.G.S. datum is required.
- h. Delineation and widths of proposed streets and other rights-of-way, including radii of curves and turnarounds, any additional rights-of-way along existing streets as may be required by the City or any other public entity having jurisdiction and indication of all rights-of-way proposed for dedication to the City or other public entity.
- i. Setback lines, including side yard, rear yard or property line setbacks associated with each proposed platted lot, in accordance with the applicable zoning district classification.
- j. Easements, existing and proposed, showing locations, widths and purposes.
- k. Identification and delineation of any buffer areas required by the zoning ordinance.
- l. Identification and delineation of lots, streets and easements associated with all adjoining development, drawn to the same scale in dashed lines (or half-toned) for a distance of one hundred fifty (150) feet from the proposed subdivision.
- m. The results of any tests made to ascertain subsurface soil conditions and water table.

- n. The owners of record of land adjoining the proposed subdivision, including name, lot description and St. Louis County Locator Number.
- o. The existing and the proposed zoning district classification(s) of the proposed subdivision and that of the adjoining properties.
- p. Proposed use of each lot within the proposed subdivision.
- q. The location of all existing storm sewer, sanitary sewer, water mains, gas mains or other underground utilities within the proposed subdivision and the location of where off-site connections are proposed.
- r. Location of the nearest fire hydrant.
- s. Preliminary storm drainage system designed in accordance with the requirements of the City of Olivette and MSD and showing any proposed drainage swales, detention and retention areas, storm sewer pipes, culverts and any other storm drainage (including any off-site improvements).
- t. Preliminary layout of the sanitary sewer collection system designed in accordance with the requirements of MSD and showing pipe sizes, manhole locations, approximate flow line elevations, lift stations and any other pertinent sanitary sewer facilities necessary to service the proposed subdivision.
- u. Identification of all utility providers servicing the proposed subdivision.
- v. The delineation of Federal Flood Insurance Administration designated floodplain and floodway boundaries, if any.
- w. Any proposed alteration, adjustment or change in the elevation or topography of any floodplain or floodway as designated on the Federal Flood Insurance Administration floodplain and floodway maps.
- x. Delineation of plat phases and anticipated time schedule, if the proposed subdivision is to be constructed in phases.
- y. The location and identification of species type of all existing trees having a trunk size of eight (8) inch caliper or greater. Identify which trees are to be lost or saved and the approximate spread (drip line) of the trees that are to be preserved.
- z. Other significant natural features such as rock outcroppings, sinkholes and any other key natural features.
- aa. The seal and signature of the professional engineer or registered land surveyor who prepared the plat.

**Section 405.110. Preliminary Subdivision Plat Review Procedures**

- A. The Director shall review the preliminary subdivision plat application for conformance to the requirements of this Chapter. If the preliminary subdivision plat application as submitted is incomplete, the submittal shall be returned to the subdivider to complete necessary requirements. Upon determination by the Director that the preliminary subdivision plat application is complete, the subdivider shall prepare and submit to the Department of Public Services twenty-one (21) copies of the complete preliminary subdivision plat.
- B. The Director shall, within thirty (30) days from receipt of a complete preliminary subdivision plat, submit a report to the Commission for consideration. The report shall include comments of the Director, as well as comments of all agencies and City departments to whom the preliminary subdivision plat was referred for review.
- C. Within sixty (60) days of receipt of a complete preliminary subdivision plat and after receipt of the Director's report, the Commission shall take action, unless the Commission, with the consent of the subdivider, extends the sixty (60) day period. Action by the Commission shall consist of one (1) of the following:
  - 1. Approval. The Commission may approve of the preliminary subdivision plat as submitted or approve of the preliminary subdivision plat with amendments.
  - 2. Disapproval. The Commission may disapprove of a preliminary subdivision plat and the grounds for disapproval shall be made a matter of record.
- D. Failure of the Commission to act with the period specified above shall be deemed approval of the preliminary subdivision plat. In any case, the Director shall notify the subdivider in writing within fifteen (15) business days of the Commission's action. (R.O. 2008 §240.060; Ord. No. 2175, 5-27-03)

**Section 405.120. Effect and Approval of Preliminary Subdivision Plat and Period of Validity.**

- A. Approval of the preliminary subdivision plat by the Commission constitutes authorization for the subdivider to proceed with preparation of the improvement plans and related documentation.
- B. The preliminary subdivision plat shall be valid for a period of one (1) year from the date of Commission approval. In the case of phased developments, the period of validity for the first (1st) phase shall be one (1) year. Thereafter, application for final plat approval of subsequent phases shall be submitted to the Director within one (1) year after recording the previous phase. In no case shall any portion of a preliminary subdivision plat for a phased development be valid for more than three (3) years.

- C. In the event the period of validity of Commission approval has expired, a resubmission of the preliminary subdivision plat shall be required. (R.O. 2008 §240.065; Ord. No. 2175, 5-27-03)

**SECTION 405.450: BOUNDARY ADJUSTMENT PLAT**

- A. Purpose And Intent. The purpose of this Section is to allow adjustments to be made to lot lines of platted lots or other lawful parcels for the purpose of adjusting the sizes of building sites; however, it is not intended that extensive replatting be accomplished by use of this Section.

B. Boundary Adjustment Criteria.

1. No additional lot shall be created through the boundary adjustment.
2. The resulting lot or lots shall not be reduced below the minimum sizes and dimensions required by the zoning ordinance.
3. The boundary adjustment shall not increase or decrease any original lot size, including lot area, lot width or lot depth, by more than ten percent (10%).
4. Boundary adjustments that do not meet the above criteria shall follow the procedures for approval of preliminary and final subdivision plat set forth in this Chapter.
5. Where a boundary adjustment is proposed fronting on an existing City maintained road that:
  - a. Has less than a fifty (50) foot wide right-of-way; or
  - b. Is designated by the City as a collector road; or
  - c. Is proposed for widening as determined by the Director, required lands for the widening shall be dedicated to the City.

C. Boundary Adjustment Procedure.

1. Submission requirements. Each subdivider proposing a boundary adjustment shall provide to the Department of Public Services:
  - a. One (1) completed and signed copy of a boundary adjustment plat application, as provided by the Department of Public Services, along with the required fee.
  - b. Proof of ownership and/or authorization of the subdivider to act as an agent of the owners.
  - c. A copy of the last instrument conveying title to the land proposed to be subdivided from the office of the St. Louis County Recorder. Such instrument shall include the name of the grantor and the grantee and the date and type of conveyance.
  - d. Copy of deed establishing ownership and evidence that all parties having a mortgage or lien interest including the owners have properly signed the plat dedication.
  - e. A boundary adjustment shall be accomplished by plat and must include an adequate legal description of the boundaries of the subdivision, the boundaries of the original lots and the boundaries of the adjusted lots.
  - f. Copy of deed restrictions or restrictive covenants and articles of incorporation and bylaws of any applicable subdivision association.
  - g. Five (5) copies of the boundary adjustment plat on twenty-four (24) inch by thirty-six (36) inch sheets and one (1) copy of the boundary adjustment plat reduced to an eight and one-half (8½) inch by eleven (11) inch sheet shall be provided for staff review. The boundary adjustment plat shall:
    - (1) Be drawn to a scale from one (1) inch equals twenty (20) feet through one (1) inch equals one hundred (100) feet, so long as the scale is an increment of ten (10) feet.
    - (2) Provide the name of the proposed plat, names and address of the owners and the professional engineer or registered land surveyor who prepared the plat.
    - (3) Contain a vicinity map showing the relationship of the proposed boundary adjustment to the surrounding community. The vicinity map shall cover an area within a radius of one (1) mile of the proposed subdivision at a scale of one (1) inch equals two thousand (2,000) feet. The map shall generally locate arterial streets, highways, railroads and any significant landmarks which help to locate the subdivision.
    - (4) Provide the approximate area of the proposed boundary adjustment plat and the proposed lots therein stated in the nearest one-tenth (1/10) of an acre, including a complete metes and bounds written description of the proposed boundary adjustment plat boundaries.
    - (5) Depict the location of the plat by U.S.G.S. Survey System and political subdivisions, including section, town, range, township, County and State.
    - (6) Contain a title, date of preparation, scale of map and north arrow.
    - (7) Depict all plat boundaries based on an accurate traverse, with all angular and linear dimensions shown. Error of closure of such boundary survey shall not exceed one (1) in ten thousand (10,000) (one (1) foot for each ten thousand (10,000) feet of perimeter survey).
    - (8) Accurately locate all survey monuments.
    - (9) Identify dimensions of the lots or parcels to be adjusted.
    - (10) Depict building setback lines, including side yard, rear yard or property line setback associated with each proposed adjusted lot, in accordance with the applicable zoning

district classification, easements, existing and proposed, showing locations, widths and purposes.

- (11) Identify and delineate any buffer areas required by the zoning ordinance.
  - (12) Identify the owners of record of land adjoining the proposed boundary adjustment plat, the existing zoning district classification(s) and the adjoining properties and the proposed zoning district classification of the proposed boundary adjustment plat.
  - (13) Identify the proposed use of each lot within the proposed boundary adjustment plat.
  - (14) Delineate the Federal Flood Insurance Administration designated floodplain and floodway boundaries, if any.
  - (15) Identify all utilities serving the proposed boundary adjustment plat.
  - (16) Provide a certification by the professional engineer or registered land surveyor who prepared the plat, indicating that the boundary adjustment plat is a correct representation of all existing and proposed land divisions.
2. The boundary adjustment plat shall be submitted to the Director. The Director shall review the boundary adjustment plat for compliance with the boundary adjustment plat criteria above and with the aforementioned submittal requirements. For boundary adjustment plats in compliance with submittal requirements, the Director shall have thirty (30) days to review and approve the proposed boundary adjustment plat. For boundary adjustment plats not in compliance with submittal requirements, the Director shall return the boundary adjustment plat to the subdivider for resubmission.
  3. The boundary adjustment plat must be reviewed and approved by the Director prior to recording with the office of the St. Louis County Recorder of Deeds. Upon approval, the Director shall cause the approved boundary adjustment plat to exhibit the signature of the Secretary to the Commission entitling the approved boundary adjustment plat to be recorded.
- D. Lots In Compliance. Boundary adjustments may be allowed for lawful lots existing in non-compliance with minimum area, frontage and dimensional requirements of this Chapter or the zoning ordinance, provided that resulting adjustment of lot lines does not increase the degree of non-compliance with the zoning ordinance and this Chapter.
- E. Boundary Adjustment Plat Expiration--Revocation Of Approval. If the subdivider fails to record a boundary adjustment plat with the office of the St. Louis County Recorder within six (6) months from the date of boundary adjustment plat approval, the City Council shall require the subdivider to explain extenuating circumstances preventing the recording of the boundary adjustment plat. If the City Council determines that an extension of time for recording would serve the best interest of the City of Olivette, the City Council shall be authorized to grant one (1) extension for a period not to exceed six (6) months. If the City Council determines that an extension of time for recording would not serve the best interest of the City of Olivette, the City Council shall formally revoke its approval of the boundary adjustment plat and notify the subdivider and the office of the St. Louis County Recorder of such action. (R.O. 2008 §240.225; Ord. No. 2175, 5-27-03)

## VACATION PLAT PROCEDURES

Petitioner should provide the Department of Public Services with the following:

Five (5) copies of the vacation plat shall be provided for staff review. The vacation plat, at a minimum, shall:

- Be drawn to a scale from one inch equals twenty (20) feet through one inch equals one hundred (100) feet, so long as the scale is an increment of ten (10) feet.
- Provide the name of the proposed plat, names and address of the owners, and the Professional Engineer or Registered Land Surveyor who prepared the plat.
- Contain a vicinity map showing the relationship of the proposed vacation to the surrounding community. The vicinity map shall cover an area within a radius of one mile of the proposed vacation at a scale of one inch equals two thousand (2,000) feet. The map shall generally locate arterial streets, highways, railroads, and any significant landmarks which help to locate the subdivision.
- Provide the approximate area of the proposed vacation area in the nearest one tenth ( 1/10) of an acre, including a complete metes and bounds written description of the proposed vacation boundaries.
- Depict the location of the vacation by USGS Survey System and political subdivisions, including section, town, range, township, county and state.
- Contain a title, date of preparation, scale of map and north arrow.
- Depict all plat boundaries based on an accurate traverse, with all angular and linear dimensions shown. Error of closure of such boundary survey shall not exceed one in ten thousand (one foot for each ten thousand (10,000) feet of perimeter survey).
- Accurately locate all survey monuments.
- Identify dimensions of the lots, parcels, easements, streets, alleys, to be vacated.
- Depict building setback lines, including side yard, rear yard, or property line setback associated with each proposed adjusted lot, in accordance with the applicable zoning district classification, easements, existing and proposed, showing locations, widths and purposes.
- Identify and delineate any buffer areas required by the zoning ordinance.
- Identify the owners of record of land adjoining the proposed vacation, the existing zoning district classification(s) and the adjoining properties, and the proposed zoning district classification of the proposed vacation plat.
- Identify the proposed use of each lot within the proposed vacation plat.
- Delineate the Federal Flood Insurance Administration designated floodplain and floodway boundaries, if any.
- Identify all utilities serving the affected properties impacted by the proposed vacation.
- Provide a certification by the Professional Engineer or Registered Land Surveyor who prepared the plat, indicating that the vacation plat is a correct representation of all existing and proposed land divisions.

The Director shall stamp petition application showing the date the petition application and fees were received.

Within fifteen (15) days from the date received, the Director shall review the vacation plat for compliance with submittal requirements. For vacation plats not in compliance with submittal requirements, the Director shall return the vacation plat to the Petitioner for resubmission.

Once the Director determines the vacation plat in compliance with the vacation plat criteria above, the Director shall contact the Petitioner and request a mylar of the vacation plat, signed by all owners of affected properties and signed and sealed by Professional Engineer or Registered Land Surveyor. The Petitioner shall also provide an additional twenty-five (25) photo copies of the signed mylar.

The Director, within forty-five (45) days of receipt of the signed and sealed mylar of the vacation plat, shall schedule a duly noticed public hearing before the Planning and Community Design Commission and submit a report to the Commission for consideration. The report shall include comments of the Director, as well as comments of all agencies and City departments to whom the vacation was referred and reviewed.

The Commission will have sixty (60) days from the date of the public hearing to act on the vacation plat.

Once the Commission has acted on the plat, or after sixty (60) days from the date of the public hearing, the vacation plat shall be forwarded to the City Council for action.

If the vacation plat is approved by the City Council, the Petitioner shall have six (6) months of the date of approval to record the vacation plat in the St. Louis County Recorder.

If the Petitioner(s) fails to record the vacation plat with the office of the St. Louis County Recorder within six (6) months from the date of vacation plat approval.

# VACATIONS

## Article IX. Special Procedures

### 405.470. Vacations.

A. *Purpose and intent.* This section sets out the required review and approval procedures for vacation of any plat, part of a plat, street, alley, utility easement or public reservation.

B. *Vacation criteria.* A complete application for vacation shall be submitted to the Department of Public Works in a form established by the City (vacation application), along with a nonrefundable fee that has been established by the City Council to defray the cost of processing the application. No vacation application shall be processed until the vacation application is complete and the required fee has been paid. The vacation application shall be made by all owners of lands adjoining on both sides of the street, alley or public reservation proposed to be vacated. If the vacation application is not submitted by all such owners, the fact shall be noted on the vacation application along with the names and addresses of all adjoining owners who are not a party to the vacation application.

The following shall be submitted in support of a vacation application:

- (1) A written explanation of why the vacation is being requested.
- (2) Name and address of all owners of property abutting the proposed vacation area.
- (3) Notarized affidavit(s) from each owner(s) of land adjoining said area that is proposed to be vacated, who are not listed as an applicant, indicating their consent to the vacation.
- (4) A written description of the boundaries of the area to be vacated submitted by a Professional Engineer or Registered Land Surveyor.
- (5) Survey or such drawings acceptable to the Director depicting the street, alley or public reservation sought to be vacated, any utilities contained therein, and the properties, and each property's ownership, surrounding said Street, alley or public reservation.

C. *Vacation application review procedures.* The Director shall review the vacation application for conformance with the comprehensive plan, the general requirements of this chapter and zoning ordinance, and the applicable review criteria. If the vacation application is incomplete, the vacation application shall be returned to the applicant(s) to complete necessary requirements. Upon determination by the Director, that the vacation application is complete, the applicant shall prepare and submit twenty-one (21) copies of the vacation application.

The Director, within forty-five (45) days from receipt of a complete vacation application, shall schedule a duly noticed public hearing before the Commission and submit a report to the Commission for consideration. The report shall include comments of the Director, as well as comments of all agencies and City departments to whom the vacation application was referred for review.

D. *Notice of public hearing.*

- (1) Newspaper notice. Notice of the time and place of scheduled public hearing before the Commission shall be published in a newspaper of general circulation at least fifteen (15) days prior to the public hearing.
- (2) Written notice. The City will attempt to notify by mail, all owners of property abutting the proposed area of vacation.

E. *Review and action by the Commission.* Within sixty (60) days of the public hearing, receipt of a complete vacation application, and after receipt of the Director's report, the Commission shall take action. Action by the Commission shall consist of one of the following:

- (1) Approval--The Commission may recommend approval of the vacation application as submitted or recommend approval of the vacation application with amendments.
- (2) Disapproval--The Commission may recommend disapproval of the vacation application for reasonable cause.

In either case, the Director shall notify the applicant in writing within fifteen (15) business days of the Commission's action and if approved, the Commission shall direct the Director to forward the vacation application to the City Clerk for distribution to the City Council for final review.

F. *Review and action by the City Council.* The City Council shall consider the vacation application request at a regular meeting. The City Council shall approve the application if the City Council determines from the submitted evidence and testimony that:

- (1) Due and legal notices have been given by publication as required herein.

- (2) No private rights will be injured or endangered by the vacation.
- (3) The public will suffer no loss or inconvenience thereby and that in justice to the applicant the vacation application should be granted.

The City may retain Easements in the vacated property if deemed necessary for the public good or welfare.

G. *Effect and approval.* Approval of the vacation application shall confer the applicant(s) the right to record a vacation plat in the office of the St. Louis County Recorder. The applicant(s) shall file a vacation plat with the office of the St. Louis County Recorder, within six (6) months of the date of approval of the vacation application by the City Council.

H. *Vacation plat expiration--Revocation of approval.* If the applicant(s) fails to record the vacation plat with the office of the St. Louis County Recorder within six (6) months from the date of vacation application approval, the City Council shall require the applicant(s) to explain extenuating circumstances preventing the recording of the vacation plat. If the City Council determines that an extension of time for recording would serve the best interest of the City of Olivette, the City Council shall be authorized to grant one extension for a period not to exceed six (6) months. If the City Council determines that an extension of time for recording would not serve the best interest of the City of Olivette, the City Council shall formally revoke approval of the vacation plat and shall notify the applicant and the office of the St. Louis County Recorder of such action (Ord. 2175).

**405.480. Subdivision Review Fees.**

Preapplication Conference.	No fee.
Preliminary Subdivision Plat Filing/Review Fee	\$150 plus \$50 per Lot or unit, which ever is greater
Escrow Deposit	\$1,000*
Final Subdivision Plat Filing Fee	\$150
Boundary Adjustment Plat	\$150
Vacation Plat	\$150
Escrow Deposit	\$250*
Subdivision Permit Fee	There shall be a fee of Twenty-Five Dollars (\$25.00) per Lot plus one and one-quarter percent (1 ¼%) of the Director's estimate of cost of all Subdivision Improvements (including paving, storm drainage, sanitary sewers, sewage disposal facilities, water mains, fire hydrants, street lights, street name signs, survey monument and markers and site grading) to defray the cost of the City for processing a Subdivision application and making inspections required during construction.

\* Escrow deposits shall be used to cover all publication costs, mailings, attorney fees, and any additional consulting fees inquired by the Director during review.