

# Developer's Checklist

## For Planned Developments & Subdivision Plats

### City of Hollister

One of the challenges that face builders and developers, when they initiate a project, is the discovery process that is inevitably involved with finding and following the planning, permitting and inspecting process required by a political subdivision; cities, counties and states. Often time the tone of the relationship established during this process sets the tone for the remainder of the project. Therefore, it is important to everyone concerned to make this process as simple and user friendly as possible. The following is intended to serve as a "quick reference guide" to assist developers and builders through the sequencing of projects in the City of Hollister.

**Formalize a Plan:** Prior to contacting the City, a developer needs to have a set of professionally produced concept drawings and the necessary supporting materials to describe the general overall concept of the project.

\_\_\_\_\_  
Required Completed Date

**Give a Concept Presentation:** This presentation is generally given to the Planning Commission as a start point for any significant development project. By exception, extraordinarily large project presentations may be first given to the City Council. *However, City Council cannot act on a Planned Development or Final Plat until it has been taken through the required process.* The City's fulltime planning staff will make this determination and provide direction to the developer in a timely manner. Appropriate, professional renderings, plans and handouts are important to the success of the presentation.

\_\_\_\_\_  
Required Completed Date

**Apply for Voluntary Annexation:** The place to start, if you desire to bring a parcel into the City, is at the City Clerk's Office, located in Town Hall. The Clerk's Office will provide you with the required request form and review the process. City Code states that newly annexed property will be zoned either agricultural or single-family residential when it is annexed and may be re-zoned to a different zoning within 90-days after annexation. City Code Section 400.070.2.k applies to voluntary annexation of property.

\_\_\_\_\_  
Required Completed Date

**Approval of Plan and Zoning:** Submit Plans and Plat early! The City Clerk sets the schedule for the Planning Commission and the Board of Aldermen. Agendas are based on deadlines set forth in State Statutes and City Codes. There are application forms and a fee to be submitted to the Clerk's office. An applicant is usually placed on the first available agenda following the receipt of a completed application, *with any required submittals*. Also, Staff must have time to review Plans and Plats/Replats *before* they go to the Planning Commission. Staff will generate a "Staff Report" and/or Decision of Record if needed for the City Administrator and Commission. **Planned Developments:** The City Clerk has an application with a checklist so we can coordinate the schedules and submittals.

Required    Completed   \_\_\_\_\_  
Date

**Plat Approval and Recording:** Preliminary Plans/Plat usually precedes Final Plats – *only* Final Plats are recorded at the County Recorders office. Six (6) sets of the survey for Plats and thirteen (13) sets are required for Planned Developments. Only six (6) sets of drawings are required for Recording purposes. City Code Chapters 402 and 405 contains information on the platting process.

Required    Completed   \_\_\_\_\_  
Date

**Post Performance Bonds:** This bond is to be an appropriate amount to cover the costs of any work done on streets, storm water controls, water lines, sanitary sewer systems, etc. This bond is to be in the name of the City and is to be posted before the Plat or Planned Development can be recorded or any work will be permitted to commence. City Code Sections 405.100, 405.110, & 520.020.4 pertain to the specifics.

Required    Completed   \_\_\_\_\_  
Date

**Secure any Developer's Agreement:** On occasion, projects are of such a scope or offer such a benefit to the residents of the City that the City will choose to participate in some aspect. All agreements between the City and a developer must be documented, in writing, and recorded on file with the City Clerk or other appropriate State and County agency. All legal and statutory requirements must be completed as attested by signatures of all parties to the agreement prior to any assumption that the benefits in the agreement will be in force.

Required    Completed   \_\_\_\_\_  
Date

**Plan Review:** Staff reviews Building Plans and infrastructure plans as well as Planned Development (PD) plans and Plats. This is done prior to PDs and Plats going to the Planning Commission or permits being issued.

Required    Completed   \_\_\_\_\_  
Date

**Secure Permits and Continuing Authorities:** It is helpful for Staff, the Design Professional of record and the Contractor to have a “Pre-Permitting” meeting to discuss permit requirements. Water line or sewer line extensions or the installation of a new line requires a permit from the Missouri Department of Natural Resources (DNR). Part of the DNR process involves the jurisdiction having authority (City or County) signing Continuing Authority forms stating they have existing capacity in transfer lines, lift stations and the central water/waste water facilities and will assume ownership and maintenance of lines and facilities once they are installed, inspected, and tested.

Required    Completed   \_\_\_\_\_  
Date

**Start Land Clearing:** The work must be permitted and covered by a Performance Guarantee. For any land disturbance over one-acre in size you must obtain a DNR permit as well as a City grading permit. There is a different DNR permit for projects of one to five acres in size versus projects over 5 acres. Tree removal involves an inventory and requirement to replace trees, over 6 inches, which are removed. There are also required permits for burning and blasting. Best Management Practices (BMPs) should be followed in all cases. City Code Chapter 401, Section 500.250 Landscaping, and DNR regulations apply.

Required    Completed   \_\_\_\_\_  
Date

**Construct Under Ground Utilities:** Engineered plans must be submitted, reviewed, and the work must be permitted and covered by a Performance Guarantee. This work must be inspected. Waterlines, sewer lines, manholes, valves, etc must be tested and the test witnessed by City staff. City staff will make all utility connections (taps) to the City system.

Required    Completed   \_\_\_\_\_  
Date

**Construct Streets:** Engineered plans must be submitted and approved by the City. A Performance Guarantee must be posted to cover the work. The work must be inspected. See City Code Chapter 405 for detailed specifications.

Required    Completed   \_\_\_\_\_  
Date

**Initiate Vertical Construction:** Engineered plans must be submitted and approved by City before a building permit is issued. It is helpful for Staff, the Design Professional of record, and the Contractor to have a “Pre-Construction” meeting to discuss inspections and code requirements. See City Code Chapter 500.

Required    Completed   \_\_\_\_\_  
Date

**Construct Signage:** Hollister requires Sign Permits for the construction and installation of signs. Permits are available at the City Clerk’s office at Town Hall. Larger signs and rooftop signs require engineer sealed plans. For details refer to Chapter 525 of City Code and State Statutes.

           \_\_\_\_\_  
Required   Completed                      Date

**Landscape:** Landscaped buffers are required in some cases such as between parking lots and public right of ways. Replacement of trees is required on a one-to-one basis for trees removed that are over 6-inches in diameter if they are removed for new construction. City Code Chapter 400, Appendix C & Figures 1 & 2, and City Code Section 500.250 apply.

           \_\_\_\_\_  
Required   Completed                      Date

**Apply for Final Inspection and Certificate of Occupancy:**

           \_\_\_\_\_  
Required   Completed                      Date

The following list of contact telephone numbers that may be of assistance:

- |                                                                      |                         |
|----------------------------------------------------------------------|-------------------------|
| City Clerk<br>cityclerk@cityofhollister.com                          | (417) 334-3262          |
| Planning and Building Department<br>bldgofficial@cityofhollister.com | (417) 337-9756          |
| Public Works<br>publicworks@cityofhollister.com                      | (417) 464-2481          |
| Health Department<br>www.taneycohealth.org                           | (417) 334-4544          |
| Western Taney County Fire Department<br>www.westerntaneyfire.com     | (417) 334-3440          |
| Empire Electric<br>www.empiredistrict.com                            | (800) 206-2300          |
| Allied Waste Services– construction rep<br>www.disposal.com          | (417) 865-1717 ext. 246 |
| Missouri Department of Natural Resources<br>www.dnr.mo.gov/          | (417) 891-4300          |

The following is a schedule of City meetings:

- City Council: First and Third Thursdays Each Month 7:00 p.m. City Hall
- Planning & Zoning: Second Tuesday Each Month 6:30 p.m. City Hall
- Park Board: First Monday Each Month 6:30 p.m. City Hall
- Board of Adjustment: Third Tuesday Each Month As Needed 6:30 p.m. City Hall
- Board of Appeals: As Required 6:30 p.m. City Hall
- TIF Commission: As Required 7:00 p.m. City Town Hall
- Court: Fourth Tuesday Each Month 4:00 p.m. City Hall

With the proper planning, coordination and sequencing, projects can avoid unnecessary delays, expense and frustration.

The City of Hollister is currently using the following statutes, ordinances and codes:

- Missouri Revised Statutes
- City of Hollister Ordinances - available via internet at [www.cityofhollister.com](http://www.cityofhollister.com)
- The 2012 International Building Codes as amended by city
- The 2012 International Mechanical Code
- The 2012 International Plumbing Codes – includes Private Sewage Disposal Code
- The 2011 National Electrical Code
- The 2012 International Fire Code as amended by city
- The 2012 International Residential Code as amended by city
- The 2012 International Fuel Gas Code
- Missouri and FDA Health Codes