

PRELIMINARY PLAT OR CONCEPT PLAN

1. Preliminary Plat or Concept Plan and Preliminary Plat Application are received, fees paid (\$35.00 plus \$5.00 per lot and \$500.00 Outside Consultation Review Fee)
2. Plat review comments are elicited.
3. Comments received and sent to Planning Commission.
4. Planning Commission recommends action to Community Development Committee (comments received).
5. Community Development Committee recommends to Council after review of comments and report of Planning Commission and departmental reviews.
6. Council approves or disapproves by resolution.

FINAL PLAT

1. Final Plat and “Final Plat Application Part 1” are received and fees are paid (\$50.00 plus \$1.00 per lot if variation from the Preliminary Plat and \$500.00 Outside Consultation Review Fee)
2. Plat review comments are elicited and Engineering Department reviews Improvement Plans.
3. Community Development Committee makes plat recommendations after receiving Engineering and Planning & Zoning comments.
4. Council approves with two readings or disapproves plat.
5. Following the 2nd reading, “Final Plat Application Part 2” is filed with the Letters of Credit, and the Subdivision Inspection Fee is required to be paid and approved by the Engineering Department. The Mayor’s signature and Clerk’s seal will be placed onto the Mylar and the Ordinance is prepared after all other signatures have been obtained on the Mylar. The signed Mylar plat and the ordinance are returned to the developer or his engineer for recording.
6. After the plat is recorded at the St. Clair County Courthouse, we are to receive a reproducible Mylar copy of the recorded plat, 2 copies of the plat, a reduced 11” x 17” copy of the recorded plat, and the original recorded ordinance.

MINOR SUBDIVISION FINAL PLAT

1. Minor Subdivision Plat and “Application for Approval of Minor Subdivision Final Plat” are received in the Planning & Zoning Office and fees are paid (\$50.00 plus \$1.00 per lot and \$500.00 Outside Consultation Review Fee)
2. Plat review comments are elicited.
3. Community Development Committee makes plat recommendations after receiving Engineering and Planning & Zoning comments.
4. O’Fallon City Council approves with resolution or disapproves plat.
5. Following the approval by resolution, the Mylar is submitted to the Planning & Zoning Office. The Mayor’s signature and Clerk’s seal will be placed onto the Mylar and the resolution is prepared after all other signatures have been obtained on the Mylar. The signed Mylar plat and the resolution are returned to the developer or his engineer for recording.
6. After the plat is recorded at the St. Clair County Courthouse, we are to receive a reproducible Mylar copy of the recorded plat, 2 copies of the plat, a reduced 11” x 17” copy of the recorded plat, digital plans (as-built), and the original recorded resolution.