



Platting Application

APPLICATION FOR PLATTING PROCEDURE

Every subdivision of land within the corporate area of Alton shall be shown on a plat and submitted to the City for its approval or disapproval in accordance with the provisions of Title 12 of the Code. No plat shall be recorded in the office of the County Recorder of Deeds and no lots shall be sold from such plat unless and until it is approved as provided for in Title 12 of the City Code of Ordinances.

I. APPLICATION TYPE

- ☐ Preliminary Plat Check (✓) all that apply: ☐ Boundary Adjustment Plat ☐ Engineering Plans
- ☐ Final Plat ☐ Consolidation Plat

Note: Separate fees may apply to each application selected.

TOTAL CALCULATED FEE: \$

STAFF USE ONLY

II. APPLICANT INFORMATION

Owner(s) of record of the hereinafter described property according to the Madison County Tax Assessor's Office or Recorded Deed:

Name: _____ Telephone/Email: _____

Address: _____

City: _____ State: _____ Zip: _____

(Attach additional sheets as necessary)

Applicant/Agent: _____ Telephone/Email: _____

Interest in Project: ☐ Contract Purchaser ☐ Lessee ☐ Other
(Specify): _____

Address: _____

City: _____ State: _____ Zip: _____

III. PROPERTY INFORMATION

Project Name: _____

Street Address(es): _____

Parcel ID Number(s): _____

Subdivision Name: _____ Plat Book/Page: _____

Acreage: _____ Current Zoning District(s): _____ ☐ S.U.P. ☐ C.B. ☐ P.D.P. ☐ Other

Existing Overlay Districts (Check (✓) all that apply):

IV. SUBMITTAL REQUIREMENTS

Please refer to the Subdivision Ordinance (City Code Title 12) for complete submittal and review requirements.

Preliminary, Final, Boundary Adjustment, and Consolidation Plats

- 1) One (1) copy of a metes and bounds legal description of the property or properties to be established.
- 2) Three (3) copies of the plat prepared in accordance with the provisions of Title 12 of the City Code of Ordinances (Subdivision Regulations).
- 3) One (1) digital copy in PDF format.
- 4) Complete application and fee per Title 12, Chapter 1, Section 7, *Fees*, of the City Code of Ordinances.

Engineering Plans

- 1) As specified in Title 12, Chapter 3 – *Engineering Plans, Construction of Improvements, Bonds.*

V. FEE SCHEDULE

As established in Title 12, Chapter 1, Section 7 Fees, of the Municipal Code of Ordinances.

Plat Review Fees

- Preliminary Plat: \$250
- Engineering Plans: \$250
- Final Plat: \$250

APPLICATION PROCEDURE

- 1) Prior to submitting an application, the applicant shall schedule a pre-application conference to meet with the Deputy Director of Planning & Development and other applicable City departments to discuss the proposal, review the procedures, and obtain the appropriate application form and procedure guidelines. Incomplete applications and plats not meeting subdivision regulations will not be forwarded to the Council for referral to the Plan Commission for consideration.
- 2) Review & Approval
 - a) The City Council shall refer all subdivision plats to Plan Commission for review. Plan Commission shall make a recommendation to the City Council. Plan Commission Meetings are held the 2nd Tuesday of the month at 1:30 PM at City Hall. Notification of the hearing will be sent to surrounding property owners within 250 feet by mail, and will appear in a newspaper of general circulation at least 15 days prior to the meeting.
 - b) The City Council will review and consider approval of all subdivision plats following recommendation from the Plan Commission. City Council Meetings are held the 2nd and 4th Wednesdays of the month at 6:30 PM at City Hall.

Note: It is the applicant's responsibility to record the plat with the County Recorder within 60 days of approval and supply the City with three (3) copies of the recorded plat within 15 days from the date of recording.

2023 PLAN COMMISSION CALENDAR

MEETING DATE (1:30PM)	FILING DEADLINE (5:00PM)
January 10, 2023	December 1, 2022
February 14, 2023	January 1, 2023
March 14, 2023	February 1, 2023
April 11, 2023	March 1, 2023
May 9, 2023	April 1, 2023
June 13, 2023	May 1, 2023
July 11, 2023	June 1, 2023
August 8, 2023	July 1, 2023
September 12, 2023	August 1, 2023
October 10, 2023	September 1, 2023
November 14, 2023	October 1, 2023
December 12, 2023	November 1, 2023

** Please note that applications will not be scheduled for public hearing until the Planning and Development Department staff determines the submittal is complete and sufficient for City Council and Plan Commission review.*