



MAJOR SUBDIVISION APPLICATION - PRELIMINARY

City of St. Joseph, Missouri | Planning & Zoning

1100 Frederick Avenue, Room 107


Planning & Zoning Division | (816) 271-4648 | planning@stjosephmo.gov

All submittals for variances must comply with Sec. 31-070 of the City's Code of Ordinances, located online at stjosephmo.gov. The following must be included with every application:


1. Completed Application (DO NOT SUBMIT PAPER AND MYLAR DOCUMENTS UNTIL RECORDING)
2. Application Fee (\$1,050 PLUS \$25 per lot) due at the time of submission. This fee is nonrefundable
3. Materials required on checklist (see Page 3 of 3)
4. Printed names and signatures must be legible and match the relevant section

THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF A PRELIMINARY PLAT BY THE PLANNING COMMISSION. With the signing and submittal of this application, the property owner authorizes the City of St. Joseph to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the City Council, City boards and commissions, and City departments.

A. PROPERTY OWNER INFO

1. a. Printed Name: Clint Burkdoll
- b. Business Name: Ventura Homes LLC
2. Primary Contact: ☐ Yes ☒ No (only 1 primary contact is allowed. If Yes, we will contact you for payment, notifications, and/or questions. If No, someone MUST fill out Section C)
3. Mailing Address: PO Box 66 Gardner, Kansas 66030
4. a. Phone: b. Email*:
5. a. Signature:  b. Date: 9-22-25

B. SURVEYOR INFORMATION

1. a. Printed Name: Shawn Duke
- b. Business Name: Snyder & Associates, Inc
2. Primary Contact: ☒ Yes ☐ No (only 1 primary contact is allowed. If Yes, we will contact you for payment, notifications, and/or questions. If No, someone MUST fill out Section C)
3. Mailing Address: 802 Francis Street St. Joseph, MO 64501
4. a. Phone: (816) 364-5222 b. Email*: sduke@snyder-associates.com
5. a. Signature:  b. Date: 9/24/25

C. PRIMARY CONTACT/AGENT (Only fill out if the answer to A.2. or B.2. is NO, otherwise mark N/A)

THIS IS WHO WE WILL CONTACT FOR PAYMENT, NOTIFICATIONS, AND/OR OR QUESTIONS.

A VALID MAILING ADDRESS AND VALID EMAIL ADDRESS ARE BOTH REQUIRED.

1. a. Printed Name:
- b. Business Name:
2. Mailing Address:
3. a. Phone: b. Email*:
4. a. Signature: b. Date:

* Please be aware that the City of St. Joseph will send all notices via email unless otherwise specified.



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D. ATTENDANCE AND FEE NOTICE

YOUR ATTENDANCE IS REQUIRED AT THE PLANNING COMMISSION AND CITY COUNCIL MEETINGS FOR THIS APPLICATION. FAILURE TO ATTEND THESE MEETINGS MAY RESULT IN UNNECESSARY DELAYS TO YOUR APPLICATION.

Planning Commission meeting date, time, and location can be found online at stjosephmo.gov, or by contacting the Planning & Zoning Department at (816)-271-4827.

City Council meeting dates, times, and locations can be found online at stjosephmo.gov, or by contacting the City Clerk's Office at (816)-271-4730.

By signing, I affirm I have included the required information with this application. I affirm have read the notice above, and understand my attendance is required at public hearings. I understand that by submitting this application, I am including a **NONREFUNDABLE** application fee. If I choose to rescind this application at any time after it is processed by the City, my application fee will not be refunded, pursuant to Sec. 31-075.

Primary Contact Signature: |  | Date: | 9/26/25 |

All Major Subdivision - Preliminary applications must include the following to be considered complete:

- ☒ Completed application (**PLEASE DO NOT SUBMIT PAPER PLAT DOCUMENTS UNTIL RECORDING**)
- ☒ Submitted application fee (**\$1,050.00 PLUS \$25.00 PER LOT**, payable to City of St. Joseph)
- ☒ Letter from owner stating the purpose of subdivision & Word Document containing full legal description. This document is required to include the addresses and/or parcel numbers for ALL properties involved.
- ☒ PDF copy of proposed subdivision from licensed surveyor for initial review, with:
 - ☒ Date, scale, north arrow, and name of subdivision
 - ☒ Location of survey monuments "referenced in" on ground for reproduction
 - ☒ Location of section, township, range, county, and state, including precise legal description
 - ☒ Key map showing general area of proposed subdivision
 - ☒ Scale specification (not to exceed 1:100)
 - ☒ Word Document sent to City Planner with full legal description
 - ☒ Abstract of title or other certificate establishing ownership interests and proof that proper parties have signed the plat for all land in the subdivision
 - ☒ Boundary lines and zoning of all adjoining lands for a distance of two hundred (200) feet and showing (with dotted lines) the right-of-way lines and adjacent street and alleys, indicating paved or unpaved, with their widths and names and existing topography lines
 - ☒ Easements or rights-of-way provided for public use, services or utilities, with figures showing dimensions
 - ☒ All dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the subdivision, blocks, lots, streets, easements, building lines, and other areas to be dedicated for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot
 - ☒ Layout of proposed sanitary sewerage and water distribution lines and facilities and location of nearest existing sewer and water mains
 - ☒ Stormwater management plan, calculations, proposed size, nature, and location of all proposed storm drainage improvements
 - ☒ Existing topography with contours at max two (2) foot intervals (relate to USGS data)
 - ☒ Area in acres and square feet for each lot or parcel
 - ☒ Letters of availability/adequacy of services
 - ☒ Certification by a registered land surveyor, engineer, or architect that all details of the plat are correct
 - ☒ Any and all information required in Sec. 26-45 of the St. Joseph City Code

Completed applications will be placed on the next available Planning Commission agenda pursuant to City deadlines for submission, and will be reviewed by City Staff for any errors, missing items, conditions, etc. Once reviewed, Staff will provide one of the following recommendations to the Planning Commission:

Approval – Plat may proceed to City Council (Contact City Staff for Final Plat process)

Approval with Conditions – Plat may proceed to City Council and recording pending the conditions set forth by staff are met (Contact City Staff for Final Plat process)

Denial – Plat does not move forward

When/if final plat is approved by City Council, two (2) paper copies, one (1) mylar copy, and one (1) PDF copy of the final subdivision (with conditions met, if applicable) will be provided to be recorded with Buchanan County and the City records (this will include an additional filing fee confirmed with the City Planner before copies are submitted). Please ensure that any non-City signatures and notary requirements are met before submitting to City Staff for recording

**Recording Fees are made out to the Buchanan County Recorder of Deed's Office*

Section to be completed by the City

Application ID: | _____ |

Date Fee Received: | _____ | Date Application Received: | _____ |

Application Fee: ☒ \$1,050.00

Per Lot Fee: ☒ \$25.00 x | 89 Lots |

Total Fee: | \$3,275 | Received by: | _____ |

PRELIMINARY CONSTRUCTION PLANS FOR VENETIAN FALLS CITY OF ST. JOSEPH, MISSOURI



VICINITY MAP

Sheet Number	Sheet Title
C1.0	TITLE SHEET
C1.1	EXISTING CONDITIONS
C1.2	PRELIMINARY PLAN
C1.3	PROPOSED PLAN
C1.4	GRADING PLAN
C1.5	UNIVERSITY AVE ROAD PLAN & PROFILE
C1.6	UNIVERSITY AVE ROAD PLAN & PROFILE
C1.7	CHATEL LAKE ROAD PLAN & PROFILE
C1.8	OPEN PACE DRIVE ROAD PLAN & PROFILE
C1.9	HEADCUTS, ROAD PLAN & PROFILE
C1.10	HEADCUTS, ROAD PLAN & PROFILE
C1.11	HEADCUTS, ROAD PLAN & PROFILE
C1.12	HEADCUTS, ROAD PLAN & PROFILE
C1.13	HEADCUTS, ROAD PLAN & PROFILE
C1.14	HEADCUTS, ROAD PLAN & PROFILE
C1.15	HEADCUTS, ROAD PLAN & PROFILE
C1.16	HEADCUTS, ROAD PLAN & PROFILE
C1.17	HEADCUTS, ROAD PLAN & PROFILE
C1.18	HEADCUTS, ROAD PLAN & PROFILE
C1.19	HEADCUTS, ROAD PLAN & PROFILE
C1.20	HEADCUTS, ROAD PLAN & PROFILE



UTILITY WARNING

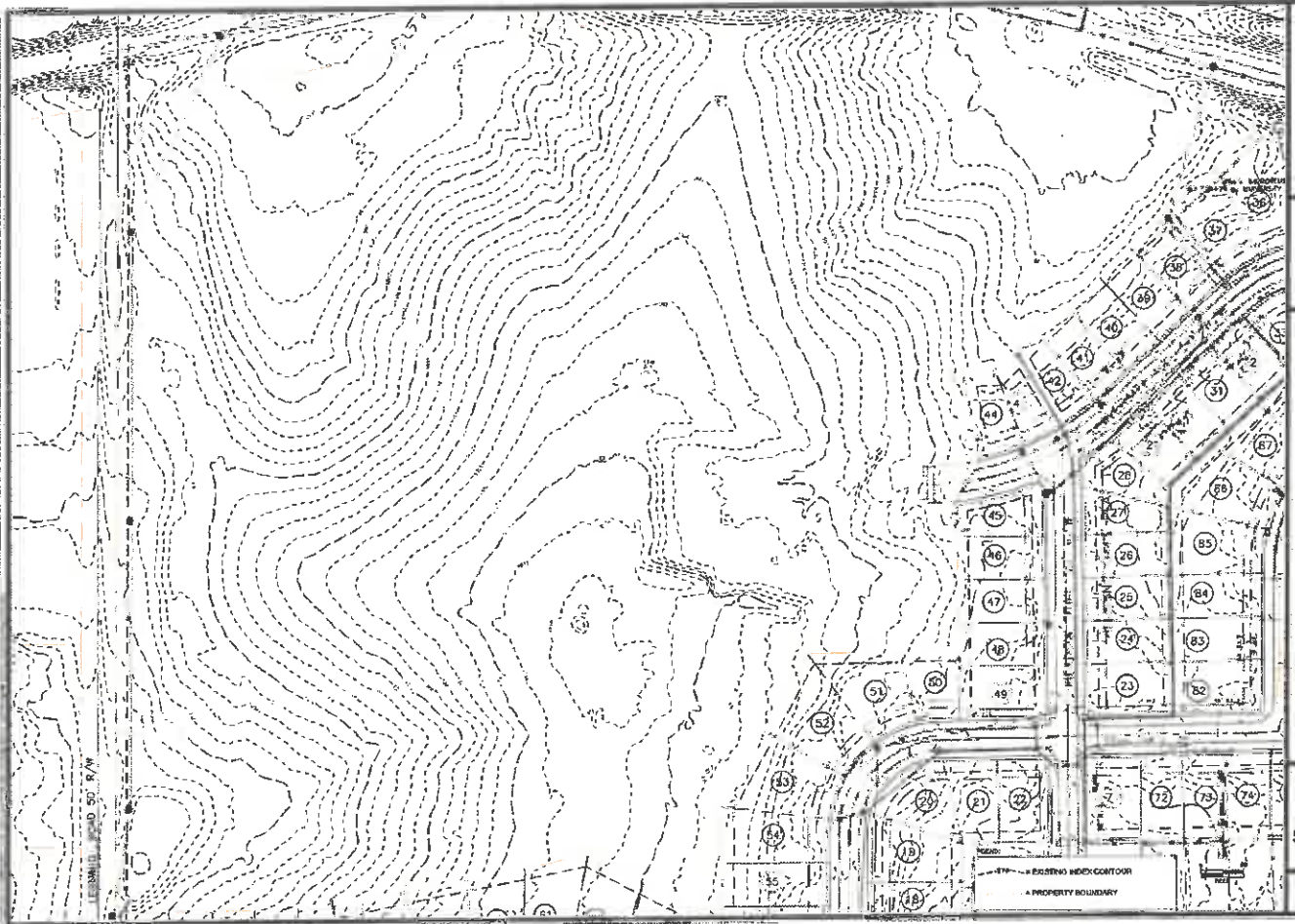
THE UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND/OR RECORDS OBTAINED. THE SURVEYOR MAKES NO GUARANTEE THAT THE UTILITIES SHOWN CORRESPOND TO ALL UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED.



VENETIAN FALLS
TITLE SHEET
SNYDER & ASSOCIATES
ENGINEERS & PLANNERS, INC.



Project No. 065/022/11
Sheet C1.0

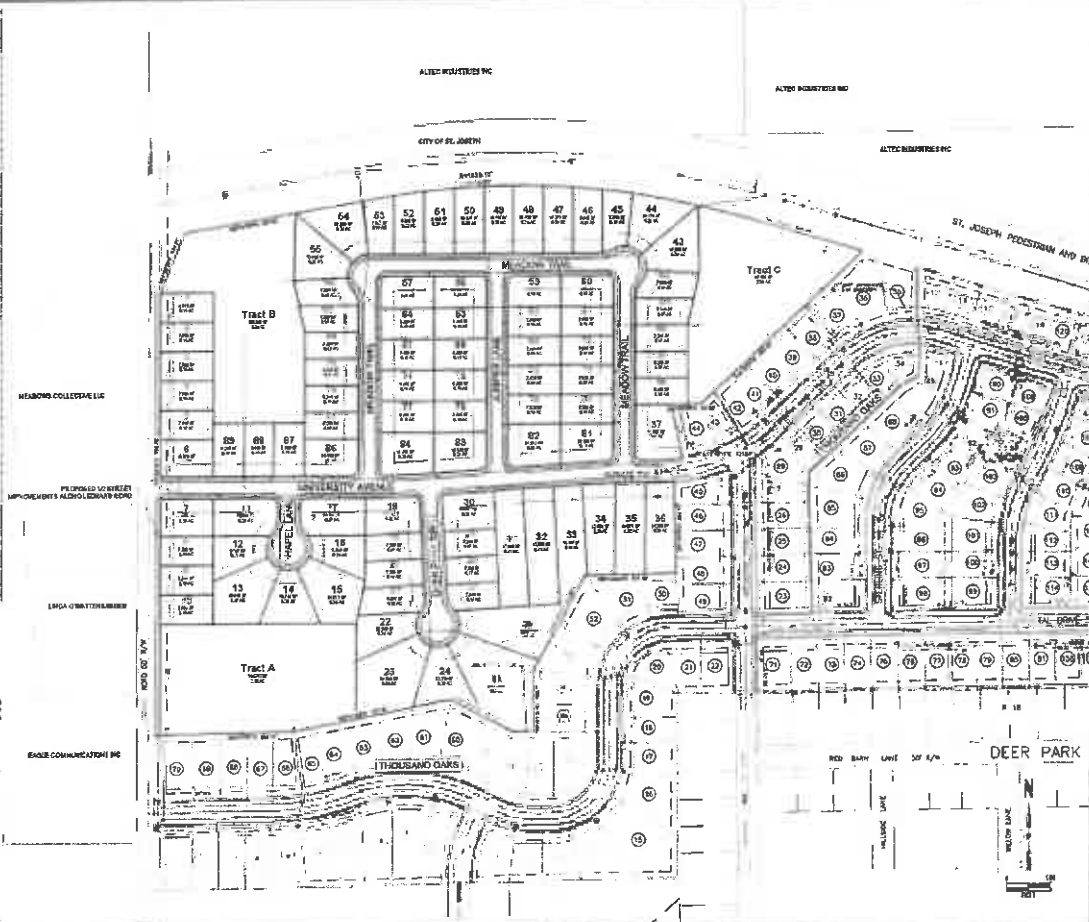


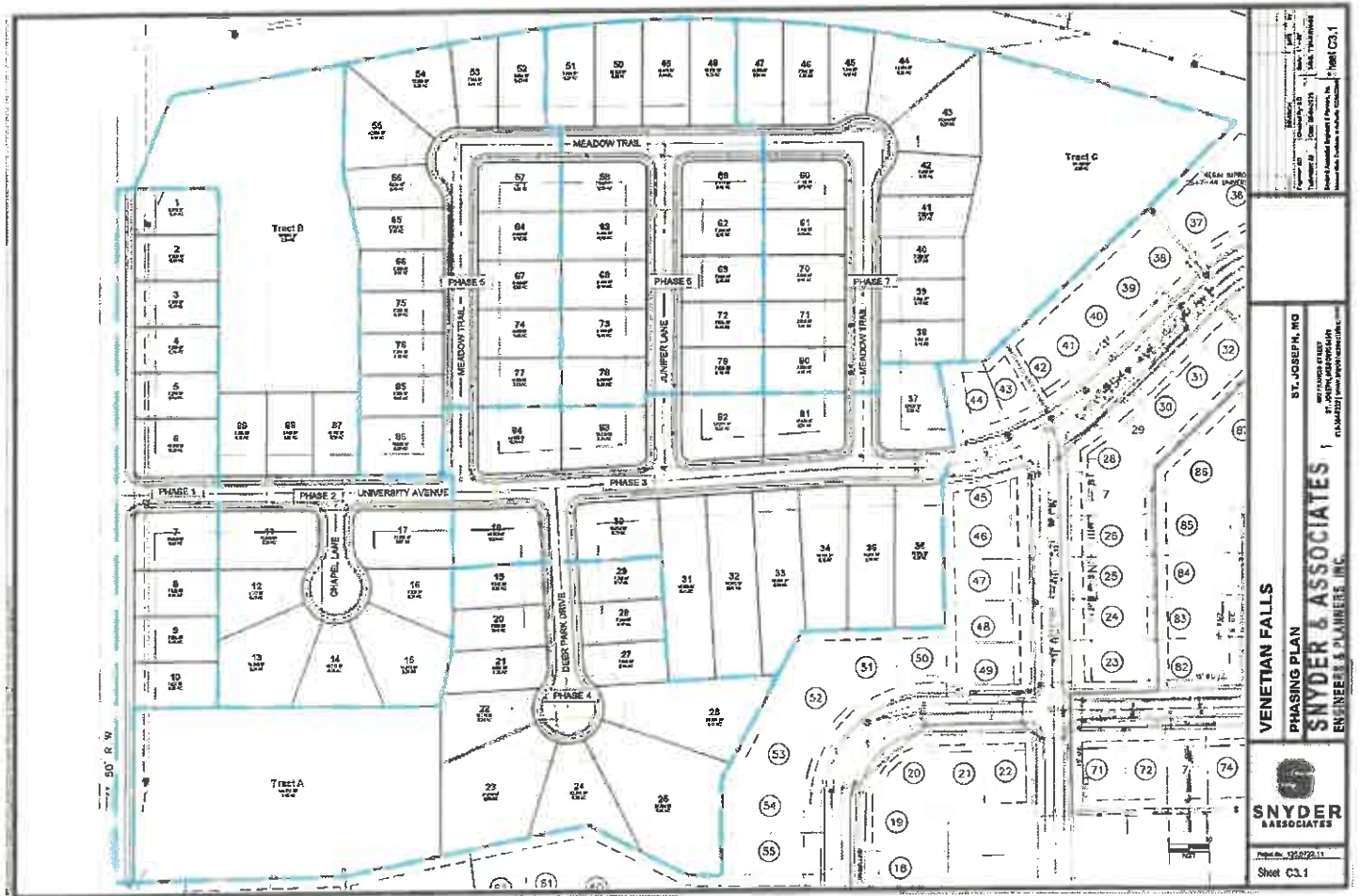
VENETIAN FALLS
EXISTING CONDITIONS
SNYDER & ASSOCIATES
ENGINEERS & PLANNERS, INC.

ST. JOSEPH, MO
107 N. 10TH STREET
ST. JOSEPH, MO 64501
PHONE: (816) 233-1111 FAX: (816) 233-1112
WWW.SNYDER-ASSOCIATES.COM

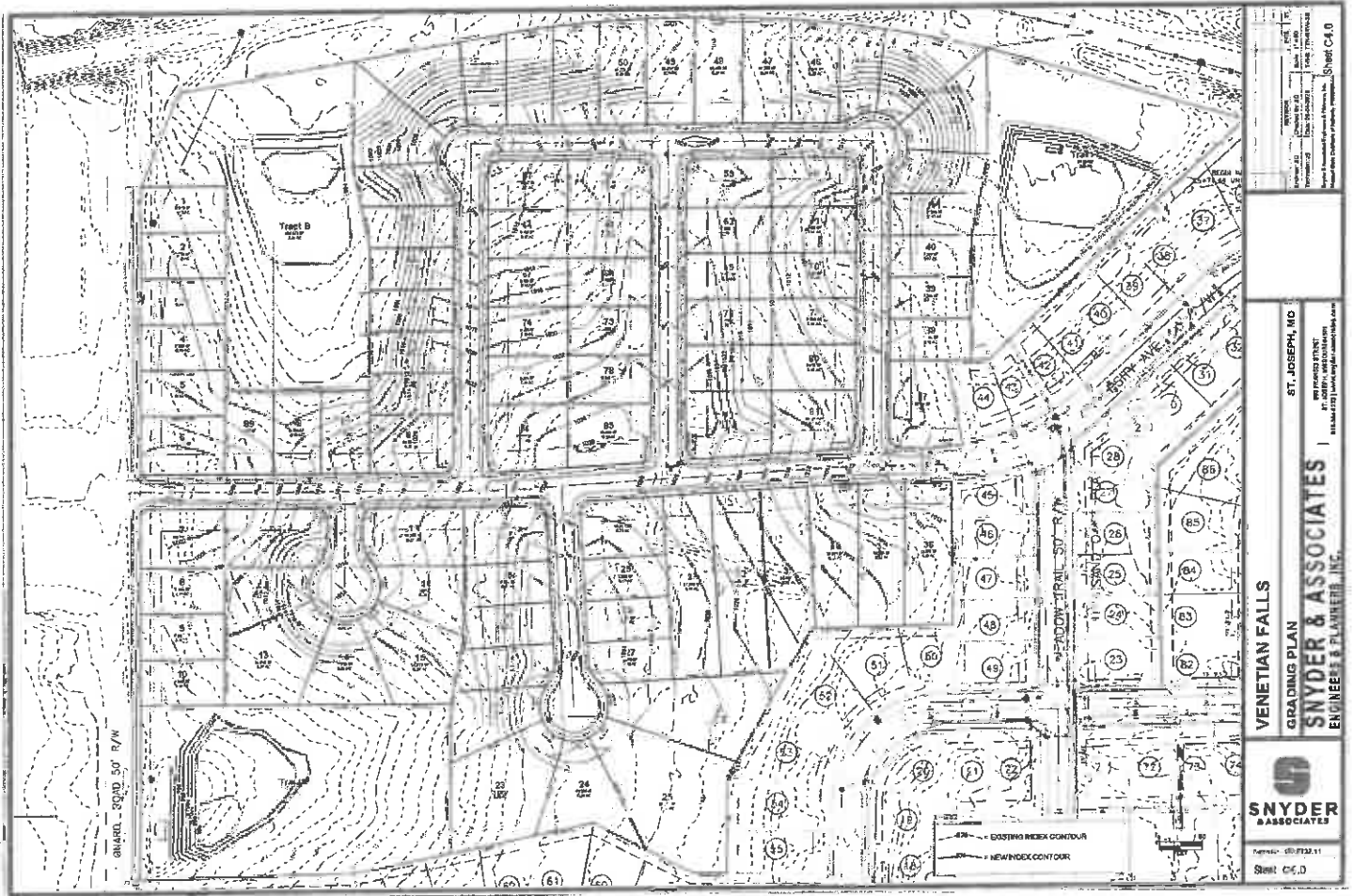
NO. 225-9232-11
C2.0

DATE: 10/15/2011
BY: J. SNYDER
CHECKED: J. SNYDER
APPROVED: J. SNYDER
PROJECT: VENETIAN FALLS
SHEET: C2.0

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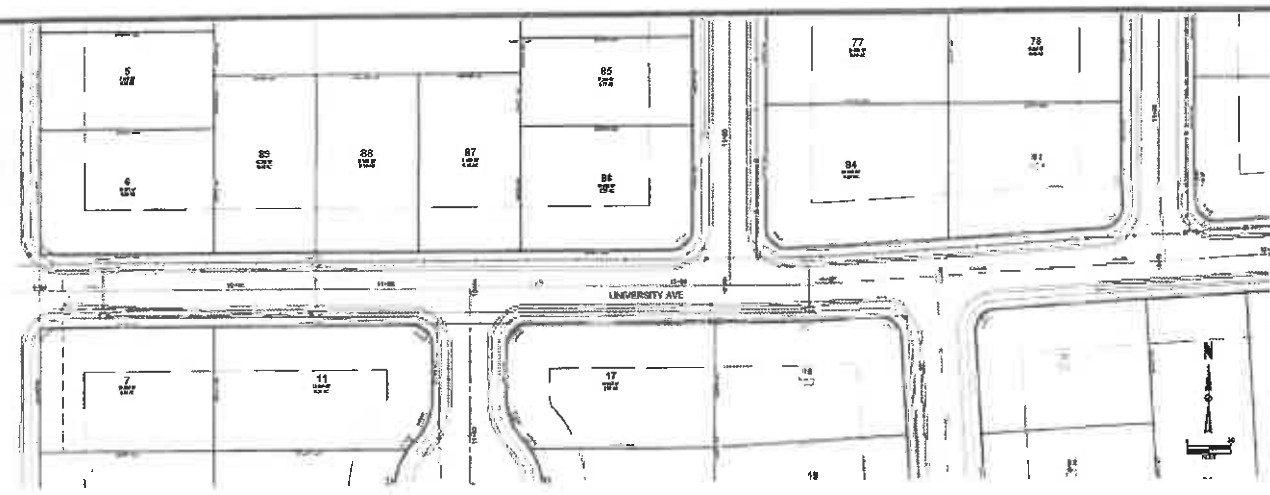




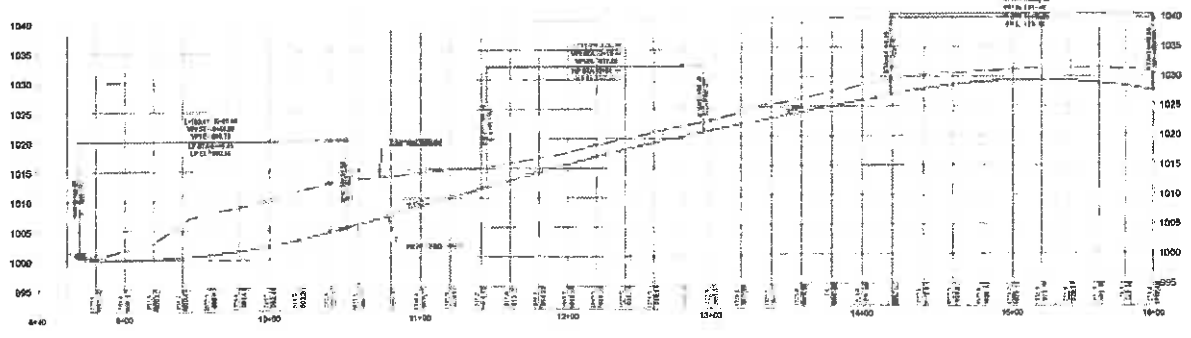
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DATE	11/11/10
DESIGNED BY	SNYDER & ASSOCIATES
CHECKED BY	SNYDER & ASSOCIATES
DATE	11/11/10
PROJECT NO.	11-000001
SHEET NO.	1 OF 1
SHEET TITLE	VENETIAN FALLS GRADING PLAN

VENETIAN FALLS
 GRADING PLAN
 ST. JOSEPH, MO
 SNYDER & ASSOCIATES
 ENGINEERS & PLANNERS, INC.
 1111 S. 11TH ST., SUITE 100
 ST. JOSEPH, MO 64506
 PHONE: (816) 433-1111
 FAX: (816) 433-1112
 WWW.SNYDER-PA.COM

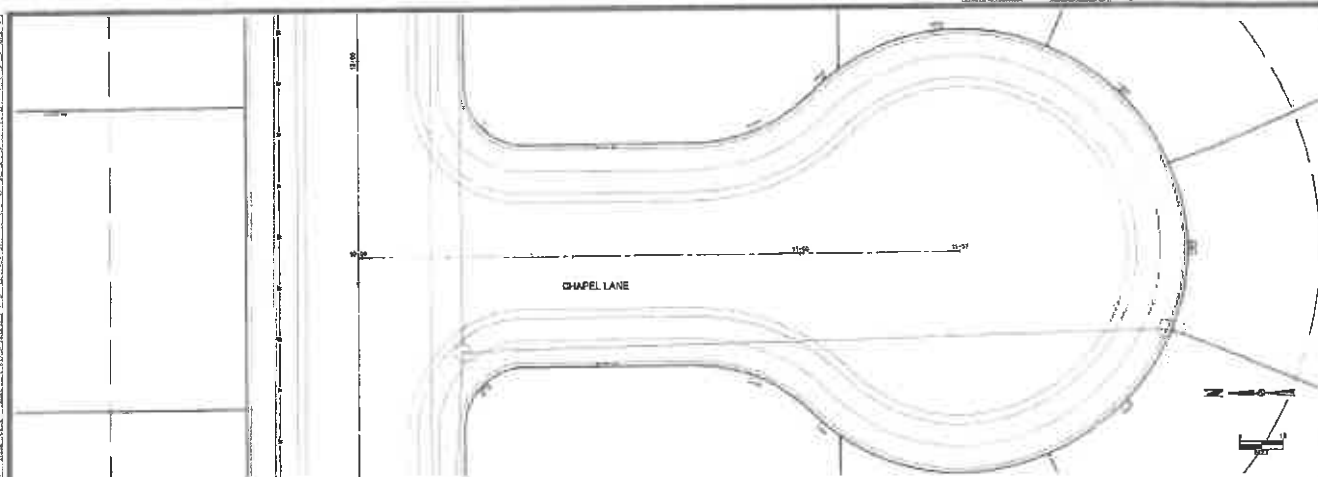
SNYDER & ASSOCIATES
 ENGINEERS & PLANNERS, INC.
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 Sheet: C5.D



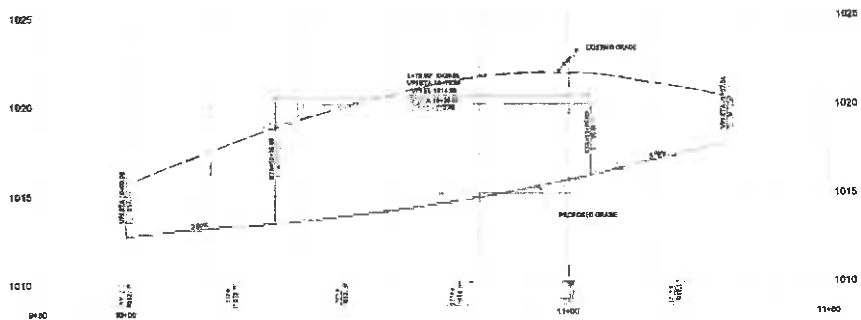
UNIVERSITY AVE PROFILE



VENETIAN FALLS
UNIVERSITY AVE ROAD PLAN & PROFILE
ST. JOSEPH, MO
SNYDER & ASSOCIATES
 ENGINEERS & PLANNERS, INC.
 1234 E. MAIN ST.
 ST. JOSEPH, MO 64506
 PHONE (816) 233-1234
 FAX (816) 233-1235
 E-MAIL: info@snyderassoc.com
 WWW: www.snyderassoc.com
 SHEET C5.0



CHapel Lane PROFILE



VENETIAN FALLS

CHapel Lane Road Plan & Profile

SNYDER & ASSOCIATES

ENGINEERS & PLANNERS, INC.

125.6322.11

Sheet 05.2

ST. LOUIS, MO

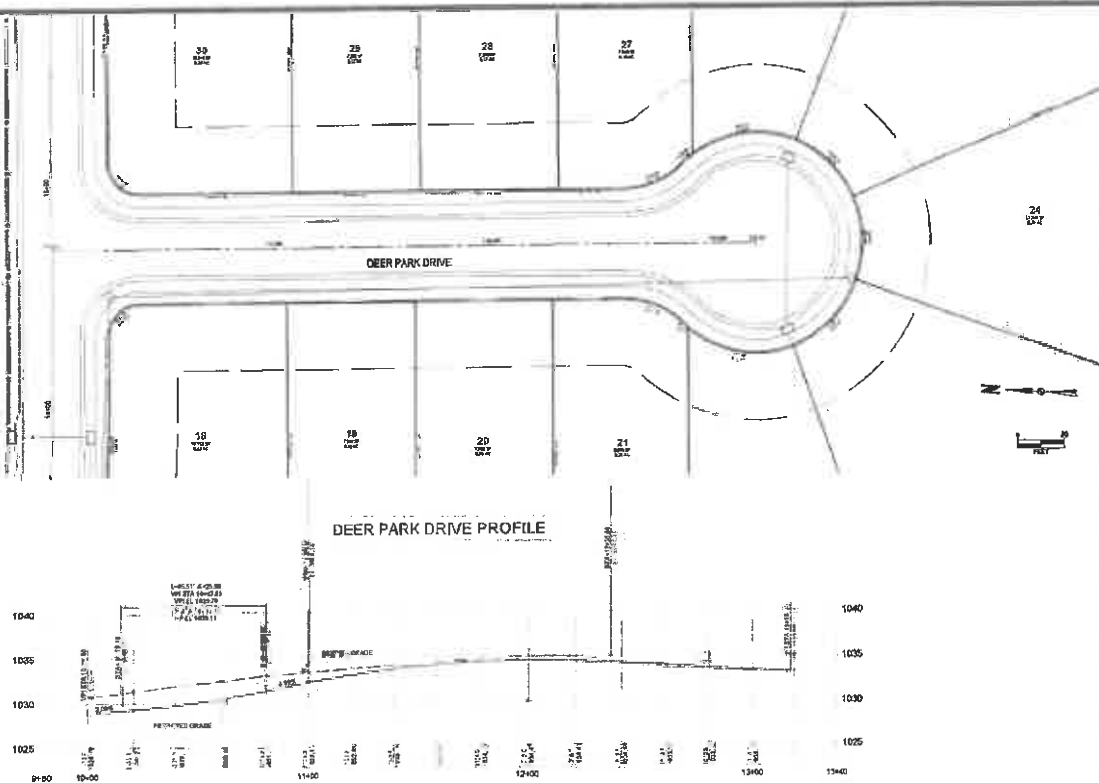
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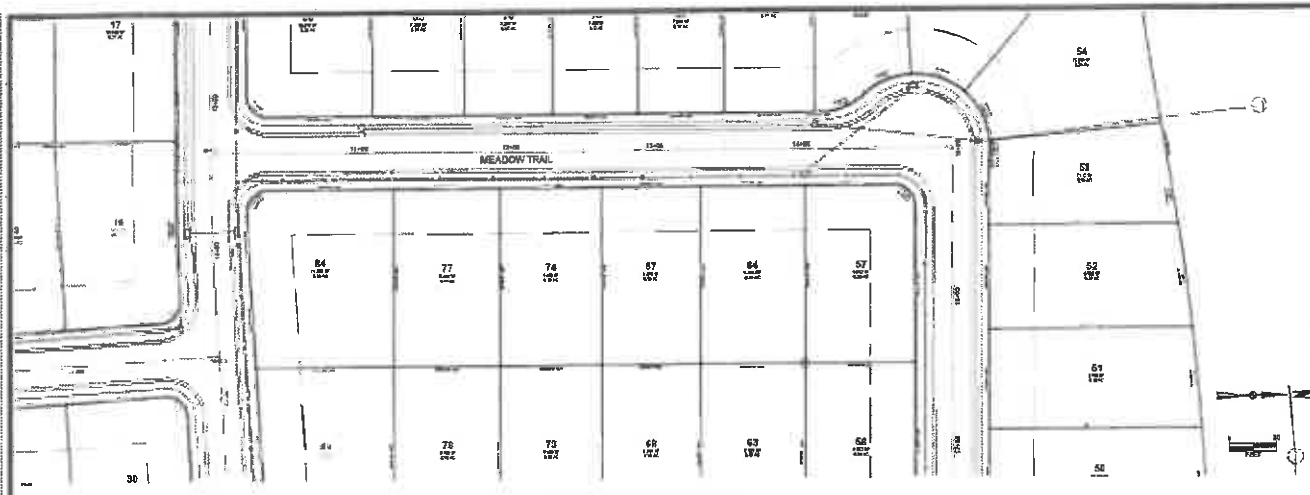
ST. LOUIS, MO 63101

PH: 314.422.1111

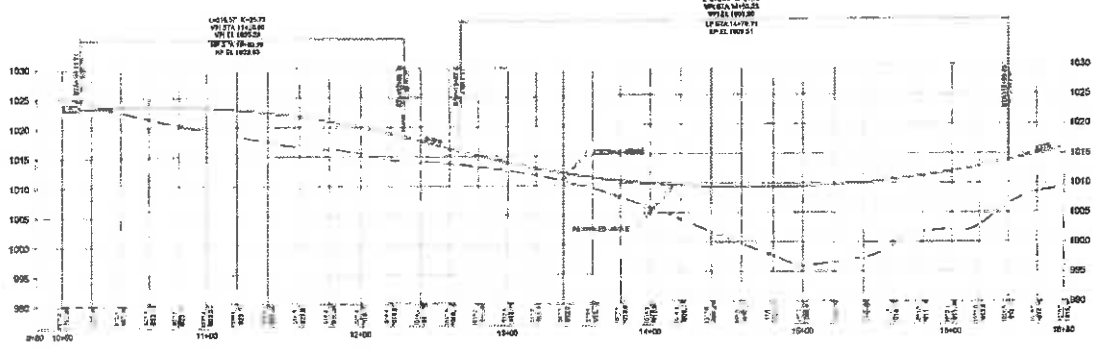
WWW.SNYDER-ASSOCIATES.COM

Project No.	125.6322.11
Sheet No.	05.2
Scale	1" = 40'
Drawn By	J. L. L. L.
Checked By	J. L. L. L.
Engineer	J. L. L. L.
Project Name	CHapel Lane Road Plan & Profile
Project Location	VENETIAN FALLS, MO
Project Date	12/11/11





MEADOW TRAIL PROFILE



VENETIAN FALLS	
MEADOW TRAIL ROAD PLAN & PROFILE	
ST. JOSEPH, MO	
SNYDER & ASSOCIATES	
ENGINEERS & PLANNERS, INC.	
ST. JOSEPH, MISSOURI	
PROJECT NO. 175-0722-11	
SHEET C5.4	

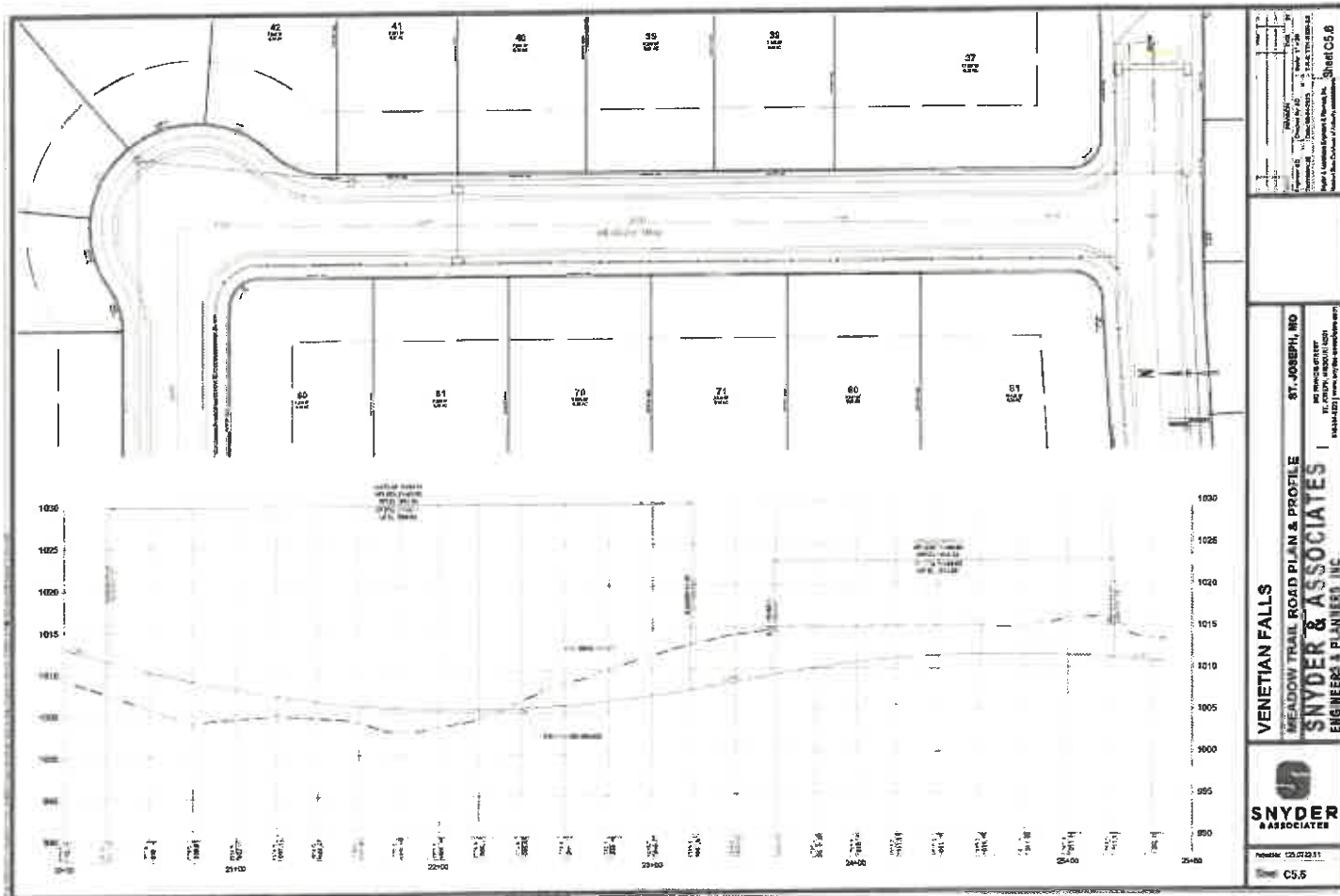


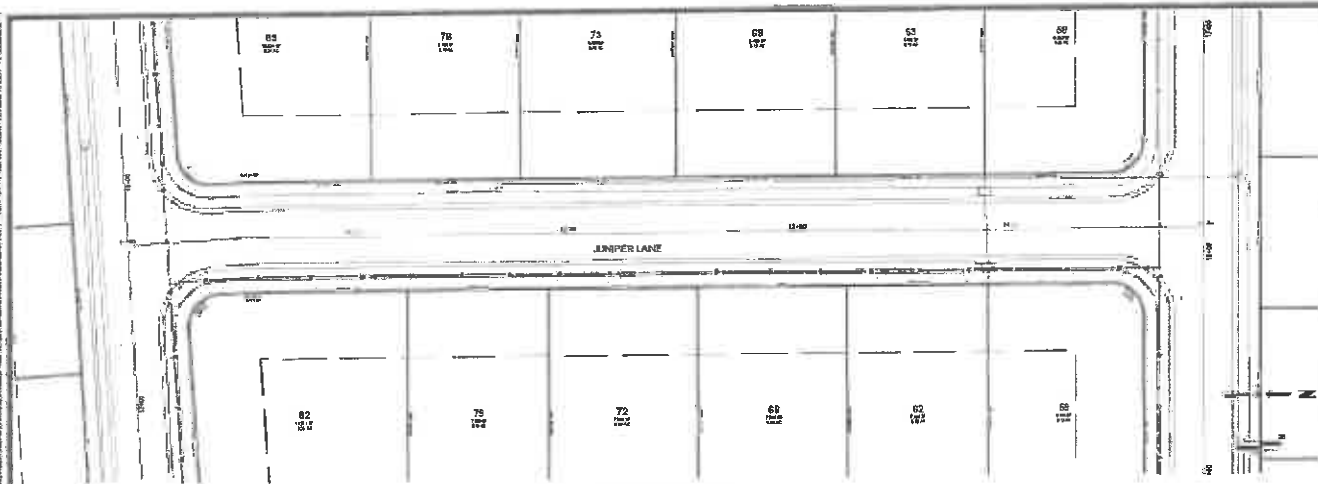
ST. JOSEPH, MO
 816.234.4232 | www.smythe-annex.com

VENETIAN FALLS
MEADOW TRAIL ROAD F
SNYDER & ASS
ENGINEERS & PLANNERS, INC.

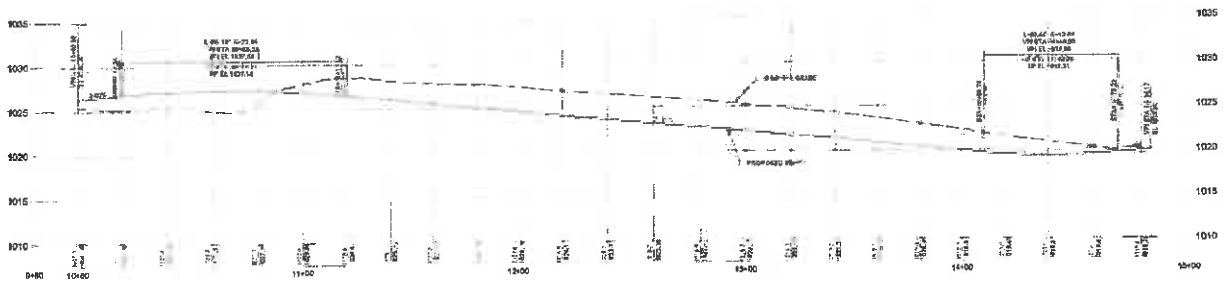


Sheet C5.5

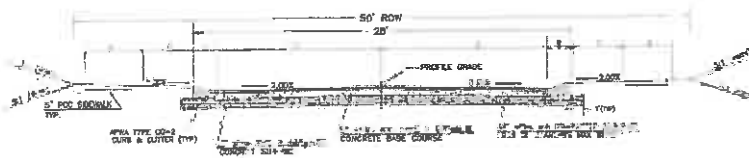




JUNIPER LANE PROFILE



VENETIAN FALLS		ST. JOSEPH, MO	
JUNIPER LANE ROAD PLAN & PROFILE		Snyder & Associates	
ENGINEERS & PLANNERS, INC.		Sheet CS.7	
		Project No. 1000000000 Date: 10/10/2010 Drawn: J. Smith Checked: J. Smith Title: JUNIPER LANE ROAD PLAN & PROFILE	



TYPICAL ASPHALT STREET SECTION
NOT TO SCALE

Project No.	100-000000
Sheet No.	C7.0
Scale	1" = 10'
Drawn by	J. J. J.
Checked by	J. J. J.
Approved by	J. J. J.

VENETIAN FALLS
DETAILS
ST. JOSEPH, MO
SNYDER & ASSOCIATES
ENGINEERS & PLANNERS, INC.
100-000000
J. J. J.



SNM C7.0