LEE'S SUMMIT
MISSOURI

FINAL PLAT CHECKLIST

	Yes	No*
Completed application form with signatures	X	
Ownership Affidavit form	X	
Legal Description	X	
Legal Description closure report	X	
Filing fee – **$700 plus $3 per lot** To paid by Developer	x	
Correct number of copies – 4 full size & 1 reduced, collated, stapled and filed (seals not required for initial submittal) Electronic Submittal		x
Plan size maximum of 24" x 36"	x	
One (1) 8 ½" by 11" reduction of each sheet		x
An electronic copy of all plan submittal and resubmittals	x	
Completed single family residential compatibility form – **if required**		x
Checklist for Final Plat & Minimum Design Standards **– Separate Document**	x	
Checklist for Zoning District Regulations **– Separate Document**	x	

*** Applications missing any required item above will be deemed incomplete.**

Table 1. General Application Requirements, Plan Submission Requirements

UDO Article 7., Sec. 7.080	Ordinance Requirement	Met	Not Met	N/A
A.1. Date Prepared	Date application prepared	X		
A.2. Applicant Contact Information	Name, address and telephone number of the applicant and the name, address and telephone number of the landowner if different from the applicant.	X		
A.3. Ownership affidavit	Affidavit testifying to proof of ownership or of authorization of agent, pursuant to Article 2.	X		
A.4. Associate Contact Information	Name, address and telephone number of all persons preparing any technical studies, maps, drawings, and documents submitted with the application.	X		
A.5. Additional Studies	Any technical studies that may be required by the director pursuant to Article 2 of the Unified Development Ordinance (Applications and Procedures).	X		
B.1. Subdivision name	Proposed name of subdivision - Name of subdivision shall not duplicate or closely approximate the name of any existing subdivision.	X		

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Table 1. General Application Requirements, Plan Submission Requirements				
UDO Article 7., Sec. 7.080	**Ordinance Requirement**	**Met**	**Not Met**	**N/A**
B.2. Date Prepared	Date Plat Prepared	X		
B.3. Sheet Size	Maximum sheet size shall be 24" x 36" with one inch border.	X		
B.4. Scale	Graphic, engineering scale not to exceed 1:100, unless approved by the Director. All plans shall be drawn to a standard engineer's scale.	X		
B.5. North Arrow	North Arrow; plan shall be oriented so north is to the top or to the left side of the sheet.	X		
B.6. Vicinity Map	Vicinity map with north arrow indicating the location of the property within the City.	X		

Table 2. Final Plat				
Article 7, Sec. 7.140	**Ordinance Requirement**	**Met**	**Not Met**	**N/A**
B.2. Contact Information	Name and address of developer and surveyor preparing the plat	X		
B.3. Legal Description	A legal description which describes the limits of the property and meets the accuracy requirements of the Missouri Minimum Standards for Property Boundary Surveys as adopted by the Missouri Board of Architects, Professional Engineers, Professional Land Surveyors, and Landscape Architects.	X		
B.4. Coordinates	Coordinates, based on the Missouri Coordinate System 1983, on the corners of the plat boundary, the control station, station coordinates, and grid factor used in accordance with the regulations of the Missouri Department of Natural Resources.	X		
B.5. Distances and Directions	Sufficient data (distances and directions) to positively locate the surveyed parcel within the United States Public Land Survey, or within the recorded subdivision. All section and land corners referenced on the plat and legal description shall be identified as to what was physically found or set, e.g., aluminum monument, ½" iron bar. Monumentation shall be in accordance with the regulations of the Missouri Department of Natural Resources.	X		
B.6. Total Acreage	Total acreage of the proposed subdivision.	X		

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Table 2. Final Plat				
Article 7, Sec. 7.140	**Ordinance Requirement**	**Met**	**Not Met**	**N/A**
B.7. Location of Features	Location of lots, streets, alleys, sidewalks, tracts and other features with accurate bearings and dimensions of all lines and the length and radius of all curves, along with all other information necessary to reproduce the plat on the ground. All bearings shall be shown to the nearest second of arc and all dimensions, lengths and radii shall be shown to the nearest hundredth of a foot between all corners, angle points and points of curvature.	X		
B.8. Area	Area in square feet for each lot, parcel, or tract	X		
B.9. Oil & gas wells	Location of any oil and/or gas wells, if any, based on available information.	X		
B.10. Lot numbers	Lot numbers and tract identification for each lot and tract, and block numbers or letters, if applicable. Consecutive lot numbering is preferred over block numbering.	X		
B.11. Street Measurement	Location, right-of-way width, bearing and distance, and length and radius of all street and alley centerlines, both public and private. Private streets shall be shown as common area tracts.	X		
B.12. Street Names	Names of proposed streets. Every street shall have one suffix (such as Drive, Street, or Circle and a directional prefix (NE, NW, SE, SW). Street names shall not duplicate or closely resemble the name of any existing street, except that street names shall continue existing street names where appropriate, based on the addressing grid.	X		
B.13. Sidewalks	Location and width of proposed sidewalks. Easements shall be provided if public sidewalks are to be located on private property.	X		
B.14. Easements	Location and width of all existing and proposed easements. Existing easements dedicated by separate document shall include references to the County recording data, including date, instrument number, and book and page number, if any.	X		
B.15. Building Setbacks	Building setback lines on the front of all lots and the side streets of corner lots, including dimensions.	X		
B.16. Dedication Paragraphs	Statements dedicating all easements, streets, sidewalks, alleys and other public areas. Language shall be added to every plat in which an easement is dedicated, stating that the grantor, on behalf of himself, his heirs, his assigns and successors in interest, hereby waives, to the fullest extent allowed by law, including, without limitation, Section 527.188 RSMo. (2006) any right to request restoration of rights previously transferred and vacation of the easements herein granted.	X		
B.17. Common Areas	Statement establishing ownership and maintenance responsibility for all common area tracts, private easements, or other non-public areas.	X		
B.18. Signature Blocks	Signature Blocks for the following certificates, with the corresponding name typed, printed or stamped beneath the signature:			

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Table 2. Final Plat				
Article 7, Sec. 7.140	**Ordinance Requirement**	**Met**	**Not Met**	**N/A**
B.18.a. Owner	Signatures of the owner or owners and notary public	X		
B.18.b. Surveyor	Certification by a Registered Land Surveyor that the survey was executed in accordance with the current Missouri Minimum Standards for Property	X		
B.18.c. City officials	Certificate of approval to be signed and dated by Mayor, City Clerk, Commission Secretary, City Engineer, Director of Development Services, and County Assessor or GIS Department. If the plat consists of more than one sheet, the certifications for city approval shall be repeated on each sheet, in approximately the same location on each sheet.	X		
B.19. Floodplain	Location and limits of the 1% Annual Chance Flood, as set forth on the current FEMA maps, with reference to the panel number. Elevations shall be provided if shown on the FEMA map.	X		
B.20. Covenants or conditions to be recorded	Information required to be recorded on the final plat or a reference to documents required to be recorded with the final plat. Such information shall include but not be limited to covenants that run with land and conditions of final plat approval imposed by the Governing Body.	X		
B.21. Drainage Notes	Notes shall be included on the plat specifying that individual lot owner(s) shall not change or obstruct the drainage flow lines on the lots covered by the Master Drainage Plan, unless specific application is made and approved by the City Engineer.	X		
Supplementary Information	**The following supplementary documents and information shall be submitted with the final plat application:**			
C.1. Engineering Plan Application	An application for engineering approval pursuant to the Design and Construction Manual. All applications for engineering approval shall be accompanied by the number of copies of the following as required by the City Engineer:	X		
C.1.a. Engineering Plans	Engineering drawings with the information required in the Design and Construction Manual;	X		
C.1.b. Detail Sheets	Plans, profiles and details for streets, curb and gutters, sidewalks, storm and sanitary sewers, and water lines;	X		
C.1.c. Benchmark	A written benchmark description and elevation;	X		
C.1.d. Master Drainage Plan	A storm water Master Drainage Plan that contains detailed plans for storm drainage, storm water detention, and grading plans, as specified in the Design and Construction Manual.	X		
C.1.e. Easements	A designation of easements, if applicable.	X		
C.1.f.	All other requirements relating to the submission of engineering plans, as specified in the Design and Construction Manual.	X		

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Table 2. Final Plat				
Article 7, Sec. 7.140	**Ordinance Requirement**	**Met**	**Not Met**	**N/A**
C.2. Covenants & Restrictions	Any private restrictions affecting the subdivision or any part of the subdivision. If the plat contains any common property, the covenants and restrictions shall conform to the common property regulations in Article 4.			x

Table 3. Minimum Design Standards						
Article 7, Sec. 7.240-290	**Ordinance Requirement**			**Met**	**Not Met**	**N/A**
Sec. 7.240.A.1. Block Length	**Maximum Block Length.** Maximum block length in residential areas shall be based on land use and zoning district, as shown in Table 7-1 below. Block length in non-residential areas shall be subject to the provisions of the Access Management Code.					
Table 16-1	**Land Use**	**Zoning District**	**Maximum Block Length**			
	Single-family Residential	R-1	700	X		
	Single-family Residential	RP-1	600			
	Single-family (1/2 acre lot minimum)	RLL	900			
	Single-family (1 acre lot minimum)	RDR	1500			
	Duplex	RP-2	640			
	Multi-family residential on individual lots	RP-3	800			
Sec. 7.240.A.2. Block Length exceptions	Blocks up to 10% longer than the maximum listed above may be administratively approved if the requirements above cannot be met due to physical constraints, such as topography, drainage ways, and existing surrounding streets.					X
Sec. 7.240.A.3. Mid-block connections	Provision of mid-block connections, in the form of sidewalks, pedestrian walkways, bicycle paths, trails or alleys, shall be a factor in considering blocks longer than the above maximum lengths. Spacing of pedestrian walkways should be 600 feet or less. Pedestrian ways through the block may be required to serve nearby public facilities or to access common areas. Such pedestrian ways shall be paved and shall have a minimum width of five (5) feet, and shall generally be located within common areas to be maintained by the homeowners or property owners association.					X

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Table 3. Minimum Design Standards				
Article 7, Sec. 7.240-290	**Ordinance Requirement**	**Met**	**Not Met**	**N/A**
Sec. 7.240.B. Intersection spacing	Blocks adjacent to collectors and arterials shall have a minimum intersection spacing in compliance with the Access Management Code.	X		
Sec. 7.240.C. Block width	The width of the block shall normally be sufficient to allow two (2) tiers of lots of appropriate depth. Where only one tier of lots is necessary because the subdivision abuts an arterial or collector street, a landscaped common area tract should generally be provided adjacent to the arterial or collector street. Such tract should be a minimum of twenty (20) feet in width, with berms and landscaping as needed to provide appropriate screening.	X		
Sec. 7.250.A Minimum Lots	The minimum lot requirements shall be governed by the UDO.	X		
Sec. 7.250.B. Side Lot Lines	Side lines of lots shall be approximately at right angles to street lines or radial to curved street lines.	X		
Sec. 7.250.C. Single tier lots	Single-tier lots shall not have access to both front and rear streets. Single-tier lots should be avoided when possible.	X		
Sec. 7.250.D. Lot Frontage	Each lot in a subdivision shall have a minimum of fifty (50) feet of frontage on a public or private street, except that lots on a cul-de-sac or eyebrow shall have a minimum chord of 37.64 feet and a minimum arc distance of 38.59 feet at the front property line. The cul-de-sac or eyebrow minimums are based on a fifty (50) foot radius and a sixty-five (65) foot width at the thirty (30) foot building line.	X		
Sec. 7.260.A. Driveway Access	Access to individual lots shall not be allowed from an arterial or collector street when access from a local or access street is available. In the absence of a local or access street, the lot shall only have access from the street with the lowest functional classification, in conformance with the Access Management Code.	X		
Sec. 7.260.B.1. Access to Corner Lots	Access to corner lots shall be placed as far from the nearest street intersection as possible to achieve the maximum available corner clearance and avoid the intersection functional area.	X		
Sec. 7.260.B.2. Sight triangle	Access shall not be located within an intersection sight triangle.	X		
Sec. 7.260.B.3. Access Corner Lots	Access may be obtained from each abutting street, so long as such street is not an arterial or collector and the location of such access complies with all other conditions of this section.	X		
Sec. 7.270.A.1. Street Connectivity	Arrangements of major streets in the subdivision shall conform as nearly as possible to the Comprehensive Plan as adopted by the City and provisions shall be made for the extension of arterial and collector streets. Except for cul-de-sacs or eyebrows, streets shall connect with streets already dedicated in adjacent subdivisions, shall be provided for future connections to adjoining unsubdivided tracts, or shall be a reasonable projection of streets in the nearest subdivided tracts.	X		

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Table 3. Minimum Design Standards				
Article 7, Sec. 7.240-290	**Ordinance Requirement**	**Met**	**Not Met**	**N/A**
Sec 7.270.A.2. Street Connectivity	All new developments shall be designed to discourage the use of local and residential collector streets by non-local traffic, while maintaining the overall connectivity with the surrounding system of roadways.	X		
Sec 7.270.B.1. Number of Cul-de-sacs	The total number of cul-de-sac lots in a subdivision shall be no more than 10% of the total number of lots in the subdivision. The number of cul-de-sac lots may be increased to 20% if provisions are made for pedestrian and bicycle connectivity by way of interconnecting walkways, trails, or bikeways, with connections to other public or private sidewalks. "Bulbs" or "eyebrows" containing four (4) or less shall not be subject to the 10% limit.	X		
Sec 7.270.B.2. Cul-de-sac Turnaround	For all cul-de-sacs, a turnaround shall be provided at the closed end, with an outside curb radius of at least thirty-nine (39) feet and a right-of-way radius of not less than fifty (50) feet.	X		
Sec 7.270.B.3. Cul-de-sac length	Cul-de-sacs shall be no longer than five hundred (500) feet and the maximum number of dwelling units on a cul-de-sac shall be twenty (20) feet (except as provided below).	X		
Sec 7.270.B.4. Cul-de-sac length exceptions	Cul-de-sacs longer than 500 feet, but no longer than 1,000 feet, may be permitted if the subdivider submits clear and convincing evidence to the City that the property is limited by one or more of the following, to such an extent that it is impracticable to provide the area a second means of access that would avoid the cul-de-sac to meet the cul-de-sac length limit (e.g. by providing a loop road into the area of the cul-de-sac, or extending the cul-de-sac to connect to another road in the subdivision). The maximum number of dwelling units on a cul-de-sac over 500 feet shall not exceed thirty (30) dwelling units. a. Difficult terrain (such as steep slopes) that make it difficult to provide a second means of access. b. Floodplain through the property that makes it impracticable to extend or connect the street. c. Physical limitations (such as a highway abutting the property or major utilities such as a transmission main). d. Remnant parcel where other properties adjoining the area have already been subdivided or developed in a manner that precludes connecting to a surrounding existing or potential road system.			X
Sec 7.270.B.5. Water lines	Water lines serving the cul-de-sacs shall be designed to meet the requirements of the Design and Construction Manual.	X		
Sec 7.270.B.6. Measuring length	Cul-de-sac length shall be measured from the center point of the bulb of the cul-de-sac, along the centerline of the right-of-way, to the centerline of the right-of-way of the nearest intersecting street that is not a cul-de-sac.	X		

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Table 3. Minimum Design Standards				
Article 7, Sec. 7.240-290	**Ordinance Requirement**	**Met**	**Not Met**	**N/A**
Sec 7.270.C.1. Ingress and Egress - Residential	**Residential Subdivisions.** One (1) point of ingress to and egress from the subdivision shall be required for a residential area generating no more than 500 average daily trips (ADT), of fifty (50) single family homes. A residential area generating more than 500 ADT shall have at least two points of access. S transportation impact study will be required if the subdivision generates 100 or more trips in a peak hour, and the city traffic engineer shall determine whether the number and location of access points are appropriate based on the study and sound traffic engineering design.	X		
Sec 7.270.C.2. Ingress and Egress - Nonresidential	**Nonresidential Subdivisions.** The adequacy of the number of points of ingress to and egress from nonresidential subdivisions shall be determined as a part of and based on the consideration of the site plan for the proposed development. The plat for such development shall show the same number of ingress and egress points as are shown on the approved site plan. If no site plan has been approved, all approvals of the preliminary plats shall be conditioned upon the final plat being consistent with the site plan with respect to the number of points of ingress to and egress from the subdivision.			X
Sec 7.270.C.3 .a. Traffic Accumulation	The level of traffic using each point of ingress to and egress from the subdivision should not exceed the level of traffic that the type of street proposed (i.e., residential local or access street, residential collector, etc.) is designed to accommodate.	X		
Sec 7.270.C.3 .b. Access for Emergency Vehicles	The points of ingress to and egress from the subdivision should be adequate to ensure that emergency vehicles can gain access to all proposed uses within the subdivision whenever necessary.	X		
Sec 7.270.C.3 .c. Intersections with existing streets	Intersection of points of ingress to and egress from the subdivision with streets abutting the subdivision. The impact of injecting traffic from the proposed subdivision into the existing street network shall be mitigated by location, design, and control measures consistent with the standards of traffic engineering.	X		
Sec 7.270.C.3 .d. Access to Major Street	The proposed subdivision or each section of the proposed subdivision with fifty (50) or more lots shall have direct access to a major street (i.e., residential collector or arterial) within or abutting the proposed subdivision.	X		

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Table 3. Minimum Design Standards				
Article 7, Sec. 7.240-290	**Ordinance Requirement**	**Met**	**Not Met**	**N/A**
Sec 7.270.C.3 .e. Phased subdivision	With respect to: (1) A subdivision that is a portion of a larger area planned as a phased and related development and for which a sketch plat must be submitted with the preliminary plat of the area first to be subdivided, and (2) to a final plat for a subdivision that covers an area that is less than that covered by the related preliminary plat, the determination of the adequacy of points of ingress and egress shall be made independently for and considering the cumulative effect of each proposed phase of the development or subdivision, as the case may be.	X		
Sec 7.270.D.1. Future Street System	Where the plat to be submitted includes only part of the tract owned or intended for development by the subdivider, a tentative plan of a proposed future street system, including all points of ingress to and egress from the subdivision, for the unsubdivided portion shall be prepared and submitted by the subdivider, as part of the requirement for preliminary plats.	X		
Sec 7.270.D.2. Future resubdivision	When a tract is subdivided into larger than required minimum size building lots or parcels, such lots or parcels shall be so arranged as to permit the continuous location and opening of future streets and appropriate resubdivision.	X		
Sec 7.270.E. Angle of intersection	Streets shall be laid out so as to intersect as nearly as possible at right angles, except where topography or other conditions justify variations. The minimum angle of intersection of streets generally shall be eighty (80) degrees.	X		
Sec 7.270.F. Street Offset	Streets entering the opposite sides of a cross-street shall either be directly across from each other or offset by at least one hundred (100) feet from the right-of-way of a residential local or residential access street to the nearest right-of-way of another residential local or residential access street. Spacing requirements for all other streets shall be in accordance with the regulations set forth in the Access Management Code.	X		
Sec 7.270.G. Limited Access	If a commercial or residential subdivision abuts or contains an existing or proposed limited access highway or arterial street, the Commission may require a public street parallel to the highway or arterial, or cross access easements across the lots, as necessary for compliance with the Access Management Code, for adequate protection of residential properties, to afford separation of through and local traffic, and to provide safe, attractive roadways.	X		
Sec 7.270.H. Street Design	For all streets hereafter dedicated and accepted in any subdivision, the minimum standards for *right-of-way width, pavement width, street grades,* and *street alignment* shall be as set out in the "Design and Construction Manual".	X		

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Table 3. Minimum Design Standards				
Article 7, Sec. 7.240-290	**Ordinance Requirement**	**Met**	**Not Met**	**N/A**
Sec 7.270.I. Alleys	Except where justified by special conditions, such as the continuation of an existing alley in the same block, alleys will not be approved in residential districts. Alleys, where provided, shall not be less than twenty (20) feet wide. Intersecting alleys shall have corner cutoffs of at least twenty (20) feet on a side. Dead-end alleys shall be avoided wherever possible, but if unavoidable, such dead-end alleys may be approved if adequate turnaround facilities are provided at the closed end.			X
Sec 7.270.J. Half streets	Dedication of half streets will not be approved except in the public interest.			X
Sec 7.270.K. Private streets	Except where justified by special conditions, private streets will not be approved. Should the Governing Body approve a subdivision containing a private street, the private street shall be shown on the plat as a common area tract, and the provisions of Article 5 concerning common property shall apply.			X
Sec 7.270.L. Curb radii	Where two (2) residential streets intersect at approximately right angles, so that the smallest angle of intersection is not less than eighty (80) degrees, the curb at each block corner shall be rounded with a radius of twenty-five (25) feet. At al other intersections or where residential street intersects with a divided arterial or arterial street, or where two (2) or more divided arterials or arterials meet, cross, or otherwise intersect in any combination, the curb radii at such intersections shall be subject to the approval of the City Engineer.	X		
Sec 7.270.M. Sight distance	No landscaping or screening materials, signs, parked vehicles, or other objects other than essential directional signs, traffic control devices and utility structures approved by the City shall interfere with the line of sight between a height of two (2) feet and eight (8) feet above the adjoining street of driveway pavement, pavement of intersecting streets of a driveway intersecting a street, from their point of intersection.	X		
Sec 7.270.N. Street name and traffic signs	The subdivider shall procure street name and traffic (regulatory) signs, including posts and signs, and install said signs in conformance with the Design and Construction Manual and the approved engineering plans.	X		
Sec 7.280. A.1. Sidewalk – location requirements	On local and access streets in residential areas, sidewalks shall be constructed on one side of the street if the single family density is 1.5 to 4.0 dwelling units per gross acre excluding common area and on both sides of the street if the density is over 4.0 dwelling units per gross acre. Sidewalks are not required on either side of a local or access street in a residential area if the density is less than 1.5 dwelling units per acre. On cul-de-sac streets serving single family development where sidewalks are required only on one side of the street, the sidewalks need not extend around the bulb of the cul-de-sac. Duplex and multi-family development shall require sidewalks on both sides of the street.	X		

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Table 3. Minimum Design Standards				
Article 7, Sec. 7.240-290	**Ordinance Requirement**	**Met**	**Not Met**	**N/A**
Sec 7.280.A.2 Sidewalks – arterials & collectors	On all other streets (including, but not limited to, major and minor arterials, industrial and commercial collectors, and residential collectors), sidewalks shall be required on both sides of the street.			X
Sec 7.280.B. Sidewalk – water line conflict	When a sidewalk is required on one side of a street, the sidewalk should be placed on the opposite side of the street from the water line, where feasible.	X		
Sec 7.280.C. Sidewalk width	Minimum sidewalk width shall be five (5) feet. Construction standards shall be in accordance with the "Design and Construction Manual".	X		
Sec 7.290.A. Easement Location	An easement for utilities, at least seven and one-half (7-1/2) feet wide, shall be provided along side and rear lot lines where necessary to form a continuous right-of-way at least fifteen (15) feet in width. If necessary for the extension of main water or sewer lines or similar utilities, including storm or sewer lines, easements of greater width will be required along lot lines or across lots.	X		
Sec 7.290.B. Easement connectivity	Utility easements shall connect with easements established on adjoining properties.	X		
Sec 7.290.C. Easements for pole guys	Additional easements for pole guys should be provided at the outside of turns. Where possible, lot lines shall be arranged to bisect the exterior angle so that pole guys will fall along the side lot lines.			X
Sec 7.290.D. Storm sewers	Utility easements for public storm sewers shall be required. Easements shall not be required for open drainage courses.	X		
Sec 7.290.E. Easements for other utilities	The subdivider shall be required to work out all easements required by all public utility companies, including but not limited to gas, electric, telephone, water and sewer. The subdivider shall provide documentation to the City showing he/she has sent copies of the preliminary and final plat to the utility companies and asked for their input prior to approval by the City.	X		
Sec 7.290.F. Street lighting	Placement of utility easements in residential subdivisions shall take into consideration City of Lee's Summit street lighting standards.	X		
Sec 7.290.G. Conflicting easements	Existing easements that are recorded and/or platted but not needed and public roadways that conflict with the proposed use or plat must be vacated prior to final plat approval.	X		

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Table 3. Minimum Design Standards				
Article 7, Sec. 7.240-290	**Ordinance Requirement**	**Met**	**Not Met**	**N/A**
Sec 7.290.H. Dedication of easements	The following language or similar language shall be added to every document in which an easement is dedicated to the City of Lee's Summit: "Grantor, on behalf of himself, his heirs, his assigns and successors in interest, hereby waives, to the fullest extent allowed by law, including, without limitation, Section 527.188 RSMo. (2006), any right to request restoration of rights previously transferred and vacation of the easement herein granted." This would not prohibit the City from agreeing to vacate the easement at a later date for no monetary consideration to the Grantor, including his heirs, assigns, and successors in interest.	X		