



APPLICATION CHECKLIST

Submittal Requirements	Yes	No*
Completed application form with signatures		
Ownership Affidavit form		
Legal Description		
Legal Description closure report		
Filing fee – \$600		
Correct number of copies – 1 digital multi-page PDF plan sets, studies, letter and applications shall be separate files		
File Naming Conventions- All uploaded files should be named as follows DOCUMENT NAME_REVISION NUMBER_DATE OF PLAN STAMP		
Checklist for Minor Plat (below)		

*** 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			
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.			
A.3. Ownership affidavit	Affidavit testifying to proof of ownership or of authorization of agent, pursuant to Article 2.			
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.			
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).			
B.1. Subdivision name	Proposed name of subdivision - Name of subdivision shall not duplicate or closely approximate the name of any existing subdivision.			
B.2. Date Prepared	Date Plat Prepared			
B.3. Sheet Size	Maximum sheet size shall be 24" x 36" with one inch border.			
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.			
B.5. North Arrow	North Arrow; plan shall be oriented so north is to the top or to the left side of the sheet.			



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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.6. Vicinity Map	Vicinity map with north arrow indicating the location of the property within the City.			

Table 2. Minor Plat				
Article 7, Sec. 7.210	Ordinance Requirement	Met	Not Met	N/A
B.2. Contact Information	Name and address of developer and surveyor preparing the plat			
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.			
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.			
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.			
B.6. Total Acreage	Total acreage of the proposed subdivision.			
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.			
B.8. Area	Area in square feet for each lot, parcel, or tract			
B.9. Oil & gas wells	Location of any oil and/or gas wells, if any, based on available information.			
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.			



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Table 2. Minor Plat				
Article 7, Sec. 7.210	Ordinance Requirement	Met	Not Met	N/A
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.			
B.12. Street Names	Names of existing and proposed streets.			
B.13. Sidewalks	Location and width of existing and proposed sidewalks.			
B.14. Easements	Location, purpose and width of all existing and proposed easements. Existing easements shall include references to the recorded document number, including book and page if any.			
B.15. Structures	Exact location of all existing structures and physical improvements, when requested.			
B.16. Building Setbacks	Building setback lines.			
B.17. Signature Blocks	Signature Blocks for the following certifications, with the corresponding name typed, printed or stamped beneath the signature:			
B.17.a. Owner	Signature of the owner or owners and notary public.			
B.17.b. Surveyor	Certification by a Registered Land Surveyor that the survey was executed in accordance with the current Missouri Minimum Standards for Property Boundary Surveys.			
B.17.c. City officials	Certificate of approval to be signed and dated by City Clerk, City Engineer, Director of Planning and Codes Administration, 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.			
B.18. 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.			
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.			
B.20. 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.			
Supplementary Information	The following supplementary documents and information shall be submitted with the final plat application:			
C.1. Engineering Plans	Engineering plans, if required.			



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Table 3. Minor Plat – General Requirements				
Article 7, Sec. 7.230	Ordinance Requirement	Met	Not Met	N/A
A.	All lots platted or any remaining platted or unplatted land shall meet all zoning requirements for lot sizes. All RLL, R-1, RP-1 and RP-2 zoned lots proposed to be platted through the minor plat process or any remaining platted or unplatted land resulting therefrom shall meet the following requirements:			
A.1. Lot Size	Lots created or resulting from a minor plat shall meet or exceed the minimum lot size requirements of the individual zoning district in which located;			
A.2. New lot shall be 80% of average lot size	Lots created or resulting from a minor plat shall be not less than 80% of the average size of the existing lots within the neighborhood or subdivision in which located, as determined by the Director. Once the initial average lot size has been determined, it shall become and remain the standard by which all other such lots resulting from minor plats within the same neighborhood shall be compared i.e., new lots shall not be used to recalculate an average lot size each time a minor plat is requested;			
A.3. Calculating average lot size	For purposes of calculating the area of existing lots, all lots within the same subdivision shall be used to determine the average lot size. If no such subdivision exists then all existing lots within a 500 foot radius or other such measurement, as determined by the Director, shall be used for the average lot size determination. If the applicant for the minor plat disagrees with the Director's determination he/she may file a written appeal with the City Clerk to place such appeal before the Governing Body within 10 calendar days of the Director's determination.			
A.4. Appeal process	Lots created or resulting from a minor plat not meeting the 80% area requirement in (2) above may only be approved through the final plat process requiring both Commission and Governing Body review.			
B. Public Improvements	Public Improvements. No building permit shall be issued for a lot or tract resulting from a minor plat unless all required public improvements for the minor plat have been substantially completed, as provided in this Article.			
C. Dedication of easements and additional ROW	Dedication Requirements. A minor plat may not include a new street to be dedicated to the city. A minor plat may include the dedication of additional right-of-way on an existing dedicated street, subject to the approval of the City Engineer. A minor plat may include the dedication of utility easements.			