

Minor Plat

Minor Plat				
Code Section	Requirement	Met	Not Met	N/A
Lot Size, General Requirements: 410.300.B.1	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.			
Public Improvements, General Requirements: 410.300.B.2	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.			
Dedication Requirements, General Requirements: 410.300.B.3	A minor plat may not include a new street to be dedicated to the City. A minor plat may include the dedication of an 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.			
Filing: 410.300.C	An application for a minor plat shall be accompanied by four (4) sets of plans 24" x 36" in size and shall contain information and signature blocks similar to that of a final plat, except that minor plats do not require signature blocks for the Planning & Zoning Commission or the Board of Aldermen or the City Clerk.			

General Provisions				
Code Section	Requirement	Met	Not Met	N/A
Adequate Public Facilities: 410.070	In order to prevent the premature development of land which might pose a threat to the health, safety or general welfare of the community at large, or the occupants of land in the particular area of the City, it shall be the policy of the City that no application for preliminary or final plat shall be approved unless public facilities and services, which are adequate to serve the development, are either: 1. Presently available; or 2. Are to be provided as a condition of approval of the application; or 3. Are planned to be available reasonably concurrent with the anticipated impacts of the proposed development as determined by the affected utility, agency, or department.			

Final Plat				
Code Section	Requirement	Met	Not Met	N/A
Filing: 410.280.A	Four (4) copies of the final plat and three (3) copies of final improvement plans shall be filed with the office of the Community Development Director and City Engineer.			
Contents: 410.290.A	The final plat shall be a complete and exact subdivision plat, prepared for official recording as required by statute, to define property boundaries, proposed streets and dedications.			

Minor Plat

Code Section	Requirement	Met	Not Met	N/A
Prepared By: 410.290.B	The final plat shall be prepared by a registered land surveyor or engineer in the State of Missouri and bear his/her official seal.			
Scale and Size: 410.290.D	The final plat prepared for recording purposes shall be drawn at a scale of no less than one (1) inch equals one hundred (100) feet. The size of the sheets on which final plats are submitted shall be twenty-four (24) inches by thirty-six (36) inches. Four (4) sets shall be submitted for initial review. Each sheet shall have a one and one-quarter (1 1/4) inch binding edge along the left side (narrow dimension) and a one-quarter (1/4) inch border along all other sides. Where the proposed plat is of unusual size, the final plat shall be submitted on two (2) or more sheets of the same dimensions. If more than two (2) sheets are required, an index sheet of the same dimensions shall be filed showing the entire development at a smaller scale.			
Subdivision and Street Names, Contents: 410.290.E.1	The name of the subdivision (not to duplicate or closely approximate the name of any existing subdivision).			
Accurate Traverse, Contents: 410.290.E.2	The location by section, township, range, County and State and including legal descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions, which must mathematically close. The allowable error of closure on any portion of a final plat shall be not more than one (1) in three thousand (3,000) for residential subdivisions and one (1) in ten thousand (10,000) for commercial subdivisions. All calculations shall be furnished showing bearings and distances of all boundary lines and lot lines.			
Boundary Lines, Contents: 410.290.E.3	The location of the boundary shall be shown in reference to existing official monuments or the nearest established street lines, including true angles and distances to such reference points or monuments.			
Layout, Contents: 410.290.E.4	The location of lots, streets, public highways, alleys, parks and other features with accurate dimensions in feet and decimals of feet with the length of radii and/or arcs of all curves and with all other information necessary to reproduce the plat on the ground. Dimensions shall be shown from all angle points and points of curve to lot lines.			
Lots Numbered, Contents: 410.290.E.5	Lots shall be clearly numbered. If blocks are to be numbered or lettered, these should be shown clearly in the center of the block.			
Streets, Contents: 410.290.E.6	The exact locations, right-of-way widths and names of all streets to be dedicated and the right-of-way width and name of any existing streets.			

Minor Plat

Code Section	Requirement	Met	Not Met	N/A
Easements, Contents: 410.290.E.7	The location and width of all easements to be dedicated. If the easement is being dedicated by the plat, it shall be properly referenced in the owner's certification of dedication.			
Public Use, Contents: 410.290.E.8	Boundary lines and description of boundary lines of any areas, other than streets and alleys, which are to be dedicated or reserved for public use.			
Building Setback Lines, Contents: 410.290.E.9	Building setback lines on front and side streets with dimensions.			
Monuments, Contents: 410.290.E.10	The location and type of all monuments required to be installed by the provisions of these Subdivision Regulations. All monuments shall be of the prescribed and approved type as set forth by the "Minimum Standards for Property Boundary Surveys," the Missouri Department of Natural Resources, Division of Geology and Land Survey, and must be set by a licensed Missouri professional land surveyor.			
Adjacent Subdivisions, Contents: 410.290.E.11	The names of adjoining subdivisions.			
Names and Addresses, Contents: 410.290.E.12	The names and addresses of the developer, surveyor and/or professional engineer making the plat.			
Flood Elevation, Contents: 410.290.E.13	The regularoty flood elevation.			
Dedications, Contents: 410.290.E.14	Statement dedicating all easements, streets, alleys and all other public areas not previously dedicated.			
Owner's Certification, Contents: 410.290.E.15.a	A certificate signed and acknowledged by all parties having any record, title or interest in the land subdivided and consenting to the preparation and recording of said subdivision map.			
Dedication Certification, Contents: 410.290.E.15.b	A certificate signed and acknowledged as above, dedicating or reserving all parcels of land shown on the final plat and intended for any public or private use, including easements and those parcels which are intended for the exclusvie use of the lot owners of the subdivision, their licensees, visitors, tenants and servants.			

Minor Plat

Code Section	Requirement	Met	Not Met	N/A
Notary, Contents: 410.290.E.15.c	The acknowledgment of a notary in the following form: State of County of Be it remembered that on this ____ day of _____, 20____, before me, a notary public in and for said County and State, came _____, known to be the same person who executed the foregoing instrument of writing and duly acknowledged the execution of same. In testimony whereof, I have hereunto set my hand and affixed by notarial seal the day and year above written. (SEAL) Notary Public My Commission Expires:			
Signature Blocks, Contents: 410.290.E.15.f	Signature blocks for the following certificates, with corresponding name typed, printed or stamped beneath the signature: 1) Signatures of the owner(s) and notary public; 2) Certification by a registered land surveyor that the survey was executed in accordance with the current Missouri Minimum Standards for Property Boundary Surveys; and 3) Certificate of approval to be signed and dated by the Mayor, City Clerk, Planning Commission Chair, Director of Public Works, and Director of Community Development.			
Title, Supplemental Information: 410.290.F.1	A title report by an abstract or a title insurance company or an attorney's opinion of title showing the name of the owner of the land and all other persons who have an interest in or an encumbrance on the plat. The consent of all such persons shall be shown on the plat.			
Tax Info., Supplemental Information: 410.290.F.2	A certificate showing that all taxes and special assessments due and payable have been paid in full; or if such taxes have been protested as provided by law, monies or other sufficient escrows guaranteeing such payment of taxes in the event the protest is not upheld may be placed on the deposit with such officials or governing bodies to meet this requirement.			
Deed Restrictions, Supplemental Information: 410.290.F.3	A copy of any deed restrictions applicable to the subdivision.			