

# Platting Checklist

*All plans shall be prepared by a registered land surveyor or engineer in the State of Missouri and bear his/her official seal and be at scale sufficient to show all required information. Requirements may be amended or waived by City staff. Complete applications shall be submitted at least 30 days prior to Planning and Zoning Commission Meeting.*

## Section 1. Submittal Requirements

	<b>Completed application</b> with contact information of the subdivider (applicant), owner, and engineer or surveyor. Applicant and all property owners must sign.
	<b>Filing fee</b> as shown on application.
	<b>Full legal description in WORD</b> for legal notice
	<b>Plats</b> -- seven (7) full size copies and one (1) reduced size copy 8 1/2" x 11". <span style="float: right;"><i>Full size copies shall be minimum of 16 1/4" x 19" and maximum of 24" x 36".</i></span>
	<b>Email electronic copy</b> of all plats and documents.
	<b>Stormwater Management Plan</b> if required by City Code Sec. 415.010 - 415.320.
	<b>Traffic study</b> if required by City Engineer.
	<b>Title report.</b> The consent of all such persons listed as owners shall be shown on the plat.
	<b>Certificate showing that all taxes</b> and special assessments have been paid in full.
	<b>Deed restrictions</b> , existing and proposed

## Section 2. General information required for preliminary and final plats.

	<b>Name of the subdivision</b> (not to duplicate or closely approximate the name of any existing subdivision).
	<b>Location of boundary lines</b> in relation to section, quarter sections, or quarter-quarter section lines and any adjacent corporate boundaries, comprising a legal description of the property.
	<b>Date, north point, and legend.</b>
	<b>Coordinates.</b> Based on Missouri Coordinate System 1983.
	<b>Vicinity map.</b>
	<b>Streets, easements parks, buildings</b> -- Location, width, and name of each existing or platted street or other public way, utility easements, parks and public open spaces, buildings in or adjacent to the subdivision, and other important features such as section lines and corners, survey monuments, and political subdivision boundaries.
	<b>Lots and blocks</b> - All lot dimensions, the number or letter of each lot and block shown in middle of each lot and block, and the minimum lot size in square feet.
	<b>Utilities</b> -- All existing storm and sanitary sewers, water mains, gas mains, power lines, culverts, or other utilities in or adjacent to proposed subdivision with pipe size, grade, and locations shown.
	<b>Zoning</b> on tract being developed and adjacent tracts.

## Section 3. Additional information required for preliminary plat. City Code Sec. 410.260-270

### Existing Conditions.

	<b>The names of adjacent subdivisions and property owners</b> within 185 feet of proposed subdivision.
	<b>Topography</b> with contour intervals of not more than 2 feet, referenced to USGS datum; water courses, ravines, bridges, lakes, wooded areas, acreages, and other relevant features.
	<b>Areas</b> with the probability of flooding once in 50 years and areas in the official 100 year FEMA floodplain.

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	<b>Location, elevation, and benchmarks controlling the vertical survey</b> and tied to USGS datum.
<b>Proposed Development.</b> If practical, show all information on the plat or add supporting information and maps.	
	<b>Stages of development</b> and sequences if being developed in phases.
	<b>Description of proposed improvements and when completed and drawn</b> in sufficient detail to allow determination of whether such will comply with all regulations. May be delayed for improvements with high level of detail.
	<b>Preliminary plans and profiles of streets, sanitary sewers, storm sewers and water lines may be required.</b> The location of bridges and culverts may also be required.
	<b>Streets and sidewalks</b> with location, width, names and approximate grades and the relationship to future streets on City plans.
	<b>Easements</b> showing width and purpose.
	<b>Building setback lines</b> with dimensions.
	<b>Sites</b> , to be developed with other than the principal use.
<b>Section 4. Additional information required for final plat. City Code Sec. 410.280-300</b>	
	Scale. The final plat for recording shall be drawn at a scale of no less than 1" equals 100' and sheets shall be at least 16¼" x 19" and shall not exceed 24" x 36" with 1¼" binding edge on left side (narrow dimension) and a ¼" border along all other sides.
	<b>Location by S/T/R and legal descriptive boundaries based on an accurate traverse giving angular and linear dimensions which must close.</b> The allowable error of closure on any portion of the final plat shall exceed 1: 3000 for residential subdivisions and 1:10,000 for commercial subdivisions. All calculations furnished with bearings and distances of all boundary and lot lines.
	<b>The location of the boundary shall be shown in reference to existing official monuments</b> or the nearest established street lines, including true angles and distances to such reference points or monuments.
	<b>The location of lots, streets, public highways, alleys, parks and other features</b> 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.
	<b>The exact locations, right-of-way widths, and names of all streets to be dedicated.</b>
	<b>The location and width of all easements to be dedicated.</b> If the easement is being dedicated by the plat, it shall be properly referenced in the owner's certification of dedication.
	<b>Boundary lines</b> and description of boundary lines of areas other than streets and alleys to be dedicated of reserved for public use.
	<b>Building setback lines on front and side streets with dimensions.</b>
	<b>The location and type of all monuments required to be installed to meet</b> subdivision requirements. All monuments set shall be prescribed by the "Minimum Standards for Property Boundary Surveys", the Missouri DNR, Division of Geology and Land Survey and must be set by a licensed Missouri Land Surveyor.
	<b>The regulatory flood elevation.</b>
	<b>Statement dedicating all easements, streets, alleys, and all other public areas not previously dedicated.</b>

