

Final Plat

City of Independence, Missouri

PROJECT TITLE: _____

LOCATION: _____

Total acreage _____ Number of lots/tracts _____ Property zoning _____

Proposed land use _____ Stream Buffer? YES / NO

Date of preliminary plat approval _____ Date of P/W approval _____

APPLICANT (DEVELOPER):

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____

E-Mail _____ Fax _____

PROPERTY OWNER:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____

E-Mail _____ Fax _____

SURVEYOR/ENGINEER:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____

E-Mail _____ Fax _____

Applicant's Signature

Owner

Fees \$225.00 + \$3.00/lot or tract

Total Due \$ _____

APPLICATION REQUIREMENTS

In order for an application to be considered complete, the following materials must be submitted at the time of application:

1. Completed and signed application form.
2. Application fee – \$225.00 plus \$3.00 per lot and/or tract. (Effective 7/1/17)
3. Seven (7) 24" x 36" copies folded to 8.5" x 11"; one (1) 8.5" x 11" paper copy; a PDF copy on a compact disk.
4. A title report by an abstracting or title insurance company, or an attorney's opinion of title, showing the name(s) of the landowner(s) and all other persons who have an interest in or an encumbrance on the platted land.
5. A signed Public Works affidavit indicated any need for public improvements.
6. Two tree survey/preservation plans, if not submitted previously.
7. Supplemental Documents and Information
 - a. A copy of any restrictive covenants, deed restrictions or Home Owner Association declarations applicable to the subdivision.
 - b. Easements for off-site improvements.
 - c. Documentation assuring permanent responsibility for the maintenance of common areas, the fence/screening tracts or easements.

FILING THE APPLICATION

An application for final plat must be completed and submitted to the Community Development Department, with the proper filing fee, payable to the City of Independence. A complete application consists of all items identified in the Submittal Requirements checklist. Application fees can be paid in cash, with a check, or with a credit card.

DEVELOPMENT REVIEW COMMITTEE

Every application goes through a detailed staff review at the Development Review Committee (DRC). This is a staff-only committee consisting of representatives of various city departments and divisions that reviews each item and identifies relevant issues. Out of this meeting, the development departments will prepare written comments on the proposed application. The staff comments will be sent to all parties listed on the application form (via fax or email) after the meeting. The comments must be addressed prior to the final plat proceeding to the Planning Commission. Two (2) 24" x 36" and twelve (12) 11" x 17" copies of the corrected drawings and a disk with the plat in a pdf format shall be provided.

PLANNING COMMISSION

Every final plat application is reviewed by the Planning Commission. The Planning Commission discusses the action that should be taken and the reasons for that action. The Planning Commission's action is a recommendation to the City Council to either approve, approve with conditions (referred to as "conditions"), or deny the application. The Planning Commission may also vote to continue an application to a later meeting to allow further study or the submission of either more information or revised information by the applicant or the staff. A majority vote of the Commission members present is needed to pass any motion.

CITY COUNCIL MEETING

After the Planning Commission recommendation, the applicant must submit to the Community Development Department:

- Four (4) revised, signed and sealed mylars and six (6) paper copies of plat; and,
- Digital copy of plat in AutoCAD 2000, or earlier format (dwg or dxf format) on a compact disk

The final version of the plat submitted for signatures must be free from errors and include any revisions required. After the mylars and digital copy have been submitted, an ordinance accepting the final plat will be prepared and scheduled for the City Council. The Independence City Council meets on the first and third Monday of each month in the City Council Chambers of City Hall at 111 E Maple at 6:00 p.m. Ordinances are generally read and voted on by the Council with little or no discussion. However, the applicant is advised to be present in case there are any questions.

GETTING A PLAT RECORDED

A final plat does not become a legal document until it is recorded by the Jackson County Recorder of Deeds. The city will not allow a building permit to be issued until after the plat has been recorded and the necessary copies (2 mylar copies) returned.

EXPIRATION

A final plat approval is valid for 180 days. Within 180 days following City Council approval, the subdivider must record the final plat. If a plat is not recorded within 180 days after Council approval, the plat is deemed to be null and void.

CONTENTS OF FINAL PLAT

The final plat prepared for recording must be drawn at a scale of not less than 1 inch = 100 feet. The size of sheets on which the final plats are submitted must be 24 by 36 inches. Each sheet must have a 1¼ inch binding edge along the short dimension and a 1/4 inch border along all other sides. Where the proposed plat is of unusual size, the final plat must be submitted on two or more sheets of the same dimensions. If more than two sheets are required, an index map showing the entire development must be shown on each sheet. The final plat must contain the following information:

- Name of the subdivision that does not duplicate or closely approximate the name of any existing subdivision;
- Location by section, township, range, county and state, and including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions of second order surveying accuracy that must close. A final plat must show ties to the state plane coordinate system. All calculations must be furnished showing bearings and distances of all boundary lines and lot lines;
- Accurate legal description, accompanied by a legal description closure report;
- Location of the subdivision boundaries shown in reference to existing official monuments or the nearest established street lines, including true angles and distances to such reference points or monuments. All section and land corners referenced on the plat and legal description must be identified as to what was physically found or set, (e.g., aluminum monument, 1/2" iron bar). These same corners must also be referenced and reference ties submitted with the plat on the certified Land Corner Restoration/Reestablishment sheet provided by the Missouri Department of Natural Resources, Division of Geology and Land Survey (MLS). If the section corner referenced on the plat has been previously referenced and reference ties have not changed since submission to the MLS, the MLS document number for those corners must be indicated on the plat;
- Total acreage of the proposed subdivision;
- Location of lots, streets, public highway, alleys, sidewalks, parks and other features with accurate dimensions in feet and decimals of feet, with the length and radii and/or arcs of all curves indicated with all other information necessary to reproduce the plat on the ground. Dimensions must be shown from all angle points and points of curvature to the lot lines;
- Area in square feet for each lot or parcel;
- When lots are located on a curve or when side lot lines are at angles other than 90 degrees, the width of the lots is measured at the building line;
- Lots must be numbered clearly. If blocks are to be numbered or lettered, these should be shown clearly in the center of the block. (Consecutive lot numbering is preferred over block numbering);

- Street addresses for each lot must be indicated;
- The exact locations, widths, and names of all streets and alleys to be dedicated;
- Location, purpose and width of all easements to be dedicated. Existing easements dedicated by separate document shall include references to the County recording data;
- Boundary lines and description of boundary lines of any area other than streets and alleys that are to be dedicated or reserved for public use, including open space for public use;
- Building setback lines on the front of all lots and the side streets of corner lots, including dimensions and dedications;
- Statement dedicating all easements, streets, sidewalks, alleys and other public area, properly signed and acknowledged by appropriate persons, including certification and other language;
- Signature blocks for the following certificates, with the corresponding name typed, printed or stamped beneath the signature:
 - Signatures of the owner or owners and notary public;
 - Certification by a Registered Land Surveyor that details of the plat are correct; and
 - Certificate of Approval to be signed and dated by the City Clerk, City Public Works Director, Community Development Director, and County Assessor. If a plat consists of more than one sheet, the certifications for City approval must be repeated on each sheet.
- Floodplain/floodway locations;
- Name and address of developer and surveyor making the plat;
- Scale of the plat at not less than one inch represents 100 feet (the scale to be shown graphically and in feet per inch), date, and north point;
- Information required to be recorded on the final plat or a reference to documents required to be recorded with the final plat. Such information must include but not be limited to covenants that run with the land and conditions of final plat approval imposed by the City Council;
- Exact location of all existing structures and physical improvements, when requested.

To all subdividers:

In accordance with the UDO Section 14-702-04, a final plat will not be accepted by the Community Development Department for consideration until the City Engineer approves the final engineering drawings. This form shall be signed by a representative of the Public Works Department and submitted with the final plat application to the Community Development Department. If the required final engineering plans have not been approved for the subject subdivision by the Public Works Department, the final plat will not be accepted by Community Development.

This proposed final plat of:

Name of Subdivision

Check the appropriate box

- Does not require final engineering drawings approval by the City Public Works Department.
- Does require final engineering drawings approval by the City Engineer and a copy of engineering drawings approval letter from Public Works is attached.

City Engineer representative

Date