

# Minor Subdivision

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 \_\_\_\_\_

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## ***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 \_\_\_\_\_

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Applicant's Signature

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Owner

**Fees \$200.00 + \$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 – \$200 plus \$3.00 per lot and/or tract.
3. 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.
4. A copy of any covenants, deed restrictions or declarations applicable to the subdivision.
5. A signed Public Works affidavit indicated any need for public improvements.
6. Two tree survey/preservation plans, if not submitted previously.
7. 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.
8. Easements for off-site improvements.
9. Documentation assuring permanent responsibility for the maintenance of common areas, the fence/screening tracts or easements.

## **FILING THE APPLICATION**

Application for minor subdivision can be filed at City Hall on any business day between 8 a.m. and 5 p.m. 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.

## **REVIEW PROCESS**

A minor subdivision is reviewed and approved by the City development staff. The application can be approved once the plat complies with all the ordinance requirements of the City Code. If the plat is approved, the applicant must submit to the Community Development Department:

- Four (4) revised, signed and sealed Mylar copies and six (6) paper copies of the 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.

## **GETTING A PLAT RECORDED**

A 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 with a copy of the recording certificate.

If a minor subdivision is not recorded within six (6) months of the date of the City's approval, it will become null and void and a new minor subdivision application must be submitted and approved in accordance with the Unified Development Ordinance.

## **CONTENTS OF MINOR SUBDIVISION**

The minor subdivision must be drawn at a scale of not less than 1 inch = 100 feet. The size of sheets on which the minor subdivision is submitted must be 24 by 36 inches. Each sheet must have a 1 ¼ inch binding edge along the short dimension and a 1/4 inch border along all other sides. Where the proposed drawing is of unusual size, the minor subdivision 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 minor subdivision must contain the following information:

- The term ‘MINOR SUBDIVISION’ or ‘MINOR PLAT’ shall appear above the subdivision title on the drawing and referenced throughout the drawing, as necessary.
- Name of the project 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 minor subdivision 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, date, and north point;
- 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 are measured at the building line;
- Lots must be numbered clearly;

- Street addresses for each lot as provided by the Community Development Department must be indicated;
- The exact locations, widths, and names of all streets and alleys;
- 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 as may be required;
- Signature blocks for the following certificates, with the corresponding name typed, printed or stamped beneath the signature line:
  - Signatures of the owner or owners and notary public
  - Certification by a Registered Land Surveyor that details of the plat are correct
  - Certificate of Approval to be signed and dated by the City Public Works Director, Community Development Director, and County Assessor
  - Name and address of developer and surveyor making the plat
  - Information required to be recorded on the minor subdivision or a reference to documents required to be recorded with the minor subdivision. Such information must include but not be limited to covenants that run with the land and conditions of approval;
  - Exact location of all existing structures and physical improvements, when requested.

### **OTHER REQUIREMENTS**

1. *Lot Size.* All lots platted or any remaining platted or unplatted land shall meet all zoning requirements for lot sizes.
2. *Public Improvements.* No building permit shall be issued for a lot or tract resulting from a minor subdivision unless all required public improvements for the minor subdivision have been substantially completed.
3. *Dedication Requirements.* A minor subdivision may not include a new street to be dedicated to the City. A minor subdivision may include the dedication of additional right-of-way on an existing dedicated street, subject to the approval of the City Engineer. A minor subdivision may include the dedication of utility easements.
4. *Statement dedicating all easements.* 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 easement herein granted.

### **SUPPLEMENTAL APPLICATION REQUIREMENTS**

The following supplementary documents and information must be submitted with the minor subdivision:

1. Easements for off-site improvements
2. Affidavit of Minimum Improvements
3. Engineering plans, if required.

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.

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This proposed final plat of:

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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.

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City Engineer representative

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Date