

For office use only:

Case #:	Pmt type	Submission Date:
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# City of Columbia

## Community Development Department

701 E. Broadway Columbia, Missouri 65202  
 (573) 874-7239 [planning@gocolumbiamo.com](mailto:planning@gocolumbiamo.com)

# Administrative Plat Application

Please complete and submit this application form, along with all applicable materials and fees, to the third floor service counter in City Hall at 701 E. Broadway.

You will need:

- 1) The completed application
- 2) Two paper copies of the administrative plat
- 3) A PDF version of the administrative plat emailed to [ljthomps@gocolumbiamo.com](mailto:ljthomps@gocolumbiamo.com)
- 4) Payment that includes:
  - a. \$200 application fee
  - b. Recording fees (see fee schedule below)
  - c. Lot fees (see fee schedule below)

Date: \_\_\_\_\_

Plat Name: \_\_\_\_\_

Parent subdivision: \_\_\_\_\_

Surveyor's name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**FEE SCHEDULE:**

**RECORDING:**

\$24.00 First page (18 x 24)  
 \$5.00 For each additional page thereafter

\$29.00 First page (24 x 36)  
 \$10.00 For each additional page thereafter

**LOT:**

\$10 per lot

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*Payment types accepted:*

Cash, Debit/Credit, or Check- *made payable to City of Columbia*