



# Final Plat/Replat Checklist

For office use:

Case #:	Submission Date:	Planner Assigned:
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**Final plats of major or minor subdivisions, and replats shall meet (at a minimum) the following criteria. Failure to provide the requested information may result in review and approval delays.**

## Minimum Submittal Requirements

- Concept review meeting held on \_\_\_\_\_ (only applicable to final minor subdivisions) ( N/A)
- Sec. 29-5.1(c)(3) Final plat review:*
- Submitted processing and recording fees
- Site is accessible from an existing road
- Design adjustment worksheet, if applicable
- Plat substantially conforms to approved preliminary plat ( N/A to final minor subdivisions & replats)
- Submitted land analysis map for property of five (5) acres or more

## Final Plat Specifications Sec. 29-5.1(c)(3)

- Signed and sealed by a registered land surveyor
- Drawn in ink on eighteen-inch by twenty-four inch (18"X24") or twenty-four inch by thirty-six inch (24" x 36") paper sheets
- Scale of at least one inch equals one hundred feet (1" = 100')
- Index map with match lines for each sheet, if multiple sheets are submitted ( N/A)
- Title of the subdivision and graphic scale
- Key map showing the entire subdivision and its relationship to the surrounding area
- Legal description of the property to be subdivided
  - Subdivision boundary closes to one in ten thousand (1:10,000)
  - Interior areas close to one in five thousand (1:5,000)
- Lot numbers
- Subdivision size
- Size of lots of one acre or more (to nearest one-hundredth of an acre) ( N/A)
- Street names
- Adjacent subdivision names ( N/A)
- Relationship of boundary lines to section lines, quarter section lines, and corporate boundaries ( N/A)
- Easements & their designation
- Existing buildings ( N/A)
- Floodprone areas, as delineated on the March 17, 2011 flood hazard boundary map ( N/A)
- Stream buffer limits ( N/A)
- Reference to related documents required to be recorded with the plat ( N/A)
- Restrictions of record affecting division and use of the land as contemplated by the subdivision ( N/A)
- Existing obligations or restrictions set forth on a previous plat of the land ( N/A)
  - If obligation or restriction is omitted, a letter identifying and justifying each is required ( N/A)
- Certification that survey meets current Missouri Standards for Property Boundary Surveys
- Certification that owner is the legal owner and has given consent to the subdivision and irrevocable dedication of street rights-of-way, easements, and all land intended for public use
- Certification of final plat approval to be signed by the Mayor and attested by the City Clerk
- Sec. 29-5.2(d) Resubdivision:*
- If plat is a resubdivision, it is labeled a "replat" ( N/A)

## Final Submittal & Recording Standards

- Planning & Zoning Commission (PZC) signature block ( N/A to final major subdivisions)
- City Clerk & Council signature block is provided
- Notarized surveyor's signature & seal ( N/A to final major subdivisions)
- Notarized owner's signature(s)
- Names are typed or printed below each signature, and signature dates are filled in
- Seals are legible and placed in a blank space on the document (i.e., Seals shall not cover text or graphics)
- Blank 2"X3" space is reserved in the bottom right corner of the plat for recording label