

# MINOR SUBDIVISION APPLICATION



|   |                  |
|---|------------------|
| Date:   |                  |
| Property Identification #   |                  |
| Property Address and Zoning:  |                  |
| Subdivision Lot and Block:  |                  |
| Plan Review Fee:  | <b>\$ 150.00</b> |
| # of Lots x \$ 5.00:  | <b>+ \$</b>      |
| Fee Total:  | <b>= \$</b>      |
| Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Card # _____ |                  |
| Received By:  |                  |

*Appendix B: The Land Subdivision and Mobile Home Park Regulations of St. Clair, Mo., Sec. 2 Definitions: Subdivision, minor.*

(a) A minor subdivision is any subdivision containing not more than four lots fronting an existing road or street and not involving the creation of any public improvements or that does not adversely affect the remainder of the parcel or any adjoining properties. Provided the subdivision is not contrary to applicable platting, subdividing or zoning regulations, does not involve any new road (public or private) to provide access to interior lots, and does not involve the extension of public water or sewer lines, does not involve the creation of any new storm water drainage easement(s), and is not entirely or substantially located in an area of special flood hazard (i.e., a FEMA 100-year floodway or floodway fringe, or an area containing flood hazard soils).

**Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**Property Fee Owner 1:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**Property Fee Owner 2:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**(Additional owners and addresses may be listed on a separate sheet of paper)**

**Brief Description of request:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Complete the application and include a sketch which shows the proposed changes in lot boundaries for the City Inspector to review for determination.

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax# \_\_\_\_\_

**Registered Land Surveyor Name:** \_\_\_\_\_

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

**I, Applicant, hereby apply for consideration of this Minor Subdivision and declare that the information and materials submitted with this application are complete and accurate per city code and Ordinance requirements. I understand that the City will process the application once the Building Inspector finds that it is complete. If applicant is not the property owner, written authorization by Property Fee owner is required. I understand that the City may place a sign on my property for purposes of notification that my application is under consideration.**

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

Building Official Signature: \_\_\_\_\_

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

**Appendix B Section 3 (3.3) Minor subdivisions.**

The sub divider shall confer with the administrative officer in regards to making the proposed changes in lot boundaries.

If acceptable to the administrative officer and not in conflict with city ordinances, the developer shall have prepared a final plat in accordance with these regulations. No preliminary plat is required.

Minor Subdivisions Final Plat shall be submitted on Mylar with 2 prints and a PDF plus copies of any deed restrictions where such restrictions are too lengthy to be shown on the plat.

(b) No more than two minor subdivisions involving the same land by the same owner may be applied for or approved.

APPENDIX B - THE LAND SUBDIVISION AND MOBILE HOME PARK REGULATIONS OF ST. CLAIR, MISSOURI

Section 6. - Final plat and accompanying documents.

(6.1) *Final plat.* The final plat on Mylar and two prints and a PDF thereof, together with copies of any deed restrictions where such restrictions are too lengthy to be shown on the plat, shall be submitted to the city engineer/building inspector and/or administrative officer shall be approved by the board of aldermen. The final plat is to be drawn at a scale of not more than 100 feet to the inch from an accurate survey and on one or more sheets whose maximum dimensions are 24 inches by 36 inches. If more than two sheets are required, an index sheet of the same dimensions shall be filed showing the entire subdivision on one sheet and the areas shown on other sheets.

(6.2) *The final plat.* The final plat of the subdivision of section or tract thereof shall be drawn on a sheet of 24 inches × 36 inches to a scale of not more than one foot = 100 feet and shall contain or be accompanied by the following information:

(6.2.1) The title under which the land is to be recorded; if the plat is of a section, tract or phase of a subdivision, the identification of the subdivision section, tract or phase will be annotated.

(6.2.2) The name of the owner or owner of the land platted and, if the owner is a corporation the names of the officers thereof.

(6.2.3) The name and registration number of the surveyor registered in Missouri who prepared the plat.

(6.2.4) The north point and scale.

(6.2.5) The exterior boundaries of the land platted.

(6.2.6) The right-of-way of all streets.

(6.2.7) The boundaries of all areas to be dedicated to public use, and in the manner in which the areas are to be used.

(6.2.8) The right-of-way width and names of all streets which adjoin the land shown on the plat.

(6.2.9) The location of building setback lines.

(6.2.10) The dimensions of the lots, and the numbers (letters in re-subdivisions) of all lots on the plat.

(6.2.11) The location and dimensions of all utility easements, if any on the plat.

(6.2.12) All linear and angular dimensions necessary to locate the boundaries on the plat in relation to a section or quarter, quarter corner or line, or established in-lot or out-lot line.

(6.2.13) All linear and angular dimensions of all streets, lots, utility easements, or other areas on the plat, and such linear dimensions shall be expressed in feet and decimals of a foot.

(6.2.14) The location and description of monuments and all streets, lots or other area corners, intersections and all perimeter corner or angle points shall be marked with a suitable durable monument.

(6.2.15) Endorsement of certificate including: Certificate of ownership and dedication, certificate of approval (city certifies that all streets and improvements are correct), city's approval (mayor's signature and board of aldermen approval), city tax release county tax release, recorder's certificate and surveyor's certificate.

(6.2.16) The radii, arcs, chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners.

(6.2.17) The name of the subdivision, a small sketch showing its general location, and the scale of the plat, points of the compass, and name of owner or owners or subdivider.

(6.2.18) The certificate of the surveyor attesting to the accuracy of the survey and the correct location of all monuments shown.

(6.2.19) Private restrictions and trusteeships and their periods of existence. Should these restrictions or trusteeships be of such length as to make their lettering on the plat impracticable and thus necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat.

(6.2.20) Acknowledgment of the owner or owners to the plat, and restrictions, including dedication to public use of all streets, parks or other open spaces shown thereon and the granting of easements required.

(6.2.21) Review by the city engineer/building inspector that the subdivision adheres to public improvement plans on file with the city; and that the subdivision meets current code and DNR regulations.

Prior to the time the final plat is submitted for approval, the owner/developer will submit the following documents to the city engineer which shall be signed and sealed by a registered professional engineer in the State of Missouri:

(6.3) Upon completion of the subdivision developers must submit an as-built plan.