



FINAL PLAT CHECKLIST

PLANNING & ZONING COMMISSION

Ref. 11.165 Final Plat Requirements

- Number of copies, required scale, required signatures:** The original of the final plat, bearing the seal and signature of registered land surveyor, along with seven (7) black line or blue line copies of said plat shall be submitted to the Planning Commission's representative at least fourteen (30) working days prior to the meeting of the Planning Commission at which the final plat is to be considered. The final plat shall be drawn on linen tracing cloth—Cronaflex, Mylar or similar material, on sheets 22 inches by 36 inches, and shall be drawn at a scale of not less than 1 inch equals 100 feet (1' equals 100"). Said scale shall be drawn on the plat.

- Information required on Final Plat**
 - Date, name and location of the subdivision, name of owner, graphic scale, reference bearing and north point
 - Length and bearing of each boundary line of the property as determined by survey. The relative location of the boundary lines and adjacent lines and coporate boundaries, tract boundaries, right-of-way lines of streets, street names, easements and other rights-of-way. All boundary lines and other site lines with accurate dimension, bearings, or deflection angels and radii, arc and central angels of all curves. All lot lines shall be dimensioned. All angels, points and points of curves shall be dimensioned to lot lines, all in accordance with survey standards of Missouri Department of Natural Resources as provided hereinafter.
 - Name of the subdivision and the names of adjacent subdivisions. The names of streets to conform wherever possible to extensions of existing streets, and numbers of lots and block numbers. Name and location of any park or other proposed public property. In case of branching streets, the line of departure shall be indicated.
 - The description and location of all monuments with the permanent references to same. All easements of any nature shall be designated.
 - Location of all buildings set back lines on all lots shall be designated.
 - Legal description of the property subdivided, and the acreage of the subdivision to the nearest one-tenth (1/10) of an acre.



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Ref. 11.175 Lots and block numbers

- Lots shall be arranged in numerical order. In tracts containing more than one block, the blocks shall be likewise placed in numerical order. In the case of a re-subdivision of lots, said lots shall be numbered in numerical order. In the case of any re-subdivision of lots in any block, such re-subdivided lots shall be designated by their original number prefixed with the term most accurately describing such division, such as W ½ of Lot 3, etc. or they shall be designated numerically, beginning with the number following the highest lot number in the block.

Ref. 11.180 Dedicated property and owner's certification

- Certification that the owner is the legal owner and has given consent to the subdivision and irrevocable dedication of street rights-of-way, easements and all other lands intended for public use.

Ref. 10.075 Content of subdivision regulations

- The regulation may include requirements as to the extent and the manner in which the streets of the subdivision or any designated portions thereof shall be graded and improved as well as including requirements as to the extent and manner of the installation of all utility facilities, and compliance with all of the requirements is a condition precedent to the approval of the plat. The regulations or practice of the Board of Aldermen may provide for the tentative approval of the plat previous to the improvements and installations; but any tentative approval shall not be entered on the plat. The regulations may provide that, in lieu of the completion of the work and installations previous to the final approval of a plat, the Board may accept a bond in an amount and with surety and conditions satisfactory to it, providing for and securing the actual construction and installation of the improvements and utilities within a period specified by the Board and expressed in the bond; and the Board may enforce the bond by all appropriate legal and equitable remedies. The regulation may provide, in lieu of the completion of the work and installations previous to the final approval of a plat, for an assessment or other method whereby the Board is put in an assured position to do the work and make the installations at the cost of the owners of the property within the subdivision. The regulations may provide for the dedication, reservation or acquisition of lands and open spaces necessary for public uses indicated on the city plan and for appropriate means of providing for the compensation, including reasonable charges against the subdivision, if any, and over a period of time and in a manner as is in the public interest.

City Staff Member