

CITY OF ST. CLAIR, MISSOURI

MINOR SUBDIVISION APPLICATION

Please read before completing. The City will not begin processing a Minor Subdivision application that is incomplete. The administrative officer must validate an application as complete before accepting fees. The City fee schedule, application checklists and information sheets explaining the application procedures and policies are available from the administrative officer. Copies of the Zoning Ordinance may be obtained from the City Clerk or the Administrative Officer.

1. PROPERTY LOCATION (Street address, if applicable) _____

2. LEGAL DESCRIPTION: _____

3. PROPERTY IDENTIFICATION NUMBER FROM FRANKLIN COUNTY ASSESSOR'S MAP _____

4. PROPERTY FEE OWNER NAME: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: (Home) _____ (Business) _____ (Fax) _____

5. APPLICANT / CONTACT PERSON'S NAME: _____

COMPANY: _____

ADDRESS: (Mailing) _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: (Home) _____ (Business) _____ (Fax) _____

6. BRIEF DESCRIPTION OF REQUEST (Attach separate sheet, if necessary):

7. SKETCH PLAN ATTACHED AS REQUIRED: _____

I hereby apply for the above consideration 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 Administrative Officer finds that it is complete. I understand and agree that the City may place a sign on my property for purposes of notification that an application is under consideration.

PLEASE NOTE: If Property Fee Owner is not the applicant, the Applicant must provide written authorization by Property Fee Owner in order to make application.

PROPERTY FEE OWNER(S) SIGNATURE(S): _____

APPLICANT(S) SIGNATURE(S): _____

DATE: _____

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MINOR SUBDIVISION APPLICATION GUIDELINES

Whenever any person desires to subdivide property under the provisions of the Minor Subdivision provisions of the City Code the following information shall be provided.

1. Complete an application to include a sketch which shows the proposed changes in lot boundaries.
2. The application and sketch will be reviewed by the City inspector for determination.
3. If acceptable to the City Inspector and not in conflict with City ordinances the applicant will be informed to have a final plat prepared in accordance with city code.

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Section 6. Final plat and accompanying documents.

(6.1) Final plat. The final plat on Mylar and ten prints 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 resubdivisions) 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.

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(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 developer must submit an as-built plan.

Definitions and other pertinent information can be found at:

http://library3.municode.com/default-test/home.htm?infobase=14658&doc_action=whatsnew
: APPENDIX B THE LAND SUBDIVISION AND MOBILE HOME PARK REGULATIONS OF ST. CLAIR, MISSOURI*