



Plat or Re-Plat of Subdivision Application

Major Subdivision Plat

Minor Subdivision Plat (Re-Plat)

PART I: Applicant and Engineer Information

Owner(s) Name (print)	Date	Project Engineer (print)	Date
Address		Engineering Firm	
Business Phone	Mobile Phone	Business Phone	Mobile Phone

Code Compliance Certification: I/We the undersigned, as the owner(s) of record, hereby make application to the City of St. James for approval of a plat or re-plat of subdivision to be known as _____; which is located within the corporate city limits of the City of St. James, Missouri. The undersigned agrees that all proposed development activities including; land disturbance, flood protection, storm water and erosion control and infrastructure improvement shall be in accordance with the requirements set forth in the St. James City Code and with all other applicable, federal programs, and the laws and regulations of the State of Missouri.

Owner(s) Signature: _____ Date: _____

Note to Applicant: Incomplete applications or plats will be rejected and returned to the applicant for completion. (*Application fees cover the cost of required advertising and filing and are non-refundable)

For City Staff Use: PART II: Site & Plat Review Review completed by: _____ Date: _____

Location: _____ 1/4 of the _____ 1/4; Section _____; Township _____; Range _____

Owner(s) of Record: _____

Tax parcel ID number: _____

Gross Parcel Area: _____ Acre(s) Current Zoning Classification: _____

Is property within a FEMA Floodplain? YES NO Is property within a FEMA Floodway? YES NO

FIRM Panel No.: _____ FIRM Map Date: _____ Flood Zone: _____

1. Specify the proposed name of this new subdivision: _____
2. Specify is the proposed land use(s) to be developed within the subdivision: _____
3. List the gross area contained in this subdivision **before** development activities commence. _____ Acres.
4. List the gross area of reserved open space **after** development activities are complete. _____ Acres.
5. What is the minimum lot size within the proposed subdivision? _____ sqft Number of Lots? _____
6. List the building setback distances: Front yard feet _____, Side yard feet _____, Rear yard feet _____.
7. Will new infrastructure improvements be made to support this proposed subdivision? YES NO
8. Does the current zoning classification support the proposed subdivision? YES NO
9. Has a change of zoning district been approved for this proposed subdivision? YES NO
10. If yes, when was the change of zoning district approved? _____ Ordinance number? _____
11. Have any variances been granted for this parcel of land? YES NO Unknown
12. If yes, when was the variance granted? _____ Purpose of variance? _____

Application Process

Read prior to submission of this application and associated plat

A. MINOR SUBDIVISION:

Step 1: Conduct pre-development meeting.

Step 2: Final plat is submitted for acceptance.

- Submit completed subdivision plat application with:
 - Filing fee, and
 - Two (2) signed 24" x 36" paper copies the minor subdivision plat, and
 - One (1) signed 24" x 36" mylar copy the minor subdivision plat, and
 - One (1) electronic copy in AutoCad, .dwg file on CD or DVD, and
 - One (1) copy of the project SWPPP and MODNR issued Land Disturbance Permit, and
 - Electronic files and shape file data referenced to NAD83, Missouri Central State-plane coordinate system.
- Staff will review and accept the minor subdivision plat for processing, if the final plat is in compliance with all regulatory guidelines of the City of St. James. Any errors, omissions or non-compliance issues will be addressed with the applicant for corrective action and re-submittal of the minor subdivision plat.
- Final plat is processed through Planning & Zoning and City Council for acceptance.
- Final plat mylar and electronic copy recorded with the Phelps County Recorder of Deeds.
- Approval of the application and final minor subdivision plat permits development of the site as intended. The building permit approval process is a separate matter from this application process.

B. MAJOR SUBDIVISION:

Step 1: Conduct pre-development meeting.

Step 2: Preliminary plat is submitted for review and approval.

- Submit completed subdivision plat application with:
 - Filing fee, and
 - Construction and Maintenance Agreements, and
 - One (1) copy of the master plan of development with project narrative, and
 - Two (2) signed 24" x 36" paper copies the preliminary major subdivision plat, and
 - Two (2) engineered sealed copies of infrastructure improvement plans (24" x 36"), and
 - One (1) copy of the project SWPPP and MODNR issued Land Disturbance Permit, and
 - Electronic files and shape file data referenced to NAD83, Missouri Central State-plane coordinate system.
- Public Works will review and comment on the submitted plat and plans. If the preliminary plat and/or plans are in compliance with all regulatory guidelines of the City of St. James the preliminary plat will be forwarded to Planning and Zoning and City Council for approval. Any errors, omissions or non-compliance issues will be addressed with the applicant for corrective action and re-submittal of the amended documents.
- Approval of the application and preliminary major subdivision plat permits development of the site as intended. Building permits will not be issued until all infrastructure has been completed and the final plat has been approved by the City Council.
- All infrastructure improvements are constructed, tested as required and inspected.

Step 3: Final plat is submitted for acceptance.

- Documentation is submitted including:
 - Two (2) signed 24" x 36" paper copies the final major subdivision plat, and
 - One (1) signed 24" x 36" mylar copy the final major subdivision plat, and
 - One (1) electronic copy in AutoCad, .dwg file on CD or DVD, and
 - One (1) engineered sealed copies of "as-built" infrastructure improvement plans (24" x 36"), and
 - Engineer's affidavit verifying infrastructure improvements comply with design drawings and specifications and city regulations.
- Electronic files and shape file data referenced to NAD83, Missouri Central State-plane coordinate system.
- Final plat is processed through Planning & Zoning and City Council for acceptance.
- Final plat mylar copy is recorded with the Phelps County Recorder of Deeds.
- Performance bond or other surety is released.
- Warranty bond is filed with the City and warranty period commences on infrastructure improvements.

Major Subdivision: PRELIMINARY PLATS REQUIREMENTS

1. A owner who intends to subdivide land into lots for the purpose of sale and/or development or to dedicate land for streets, parks or other public use, shall have prepared by a registered surveyor a preliminary plat of the land within the subdivision, or the section, tract or phase to be developed first in accordance with the master plan of the development.
2. As additional sections, tracts or phases of the subdivision are to be developed according to the master plan, a preliminary plat of each section, tract or phase shall be filed and all the provisions of the code shall be observed.
3. *Plat Content.* The preliminary plat which is submitted shall be drawn to a scale of not more than 1" = 100' and shall show the following information:
 - a. The north point and scale.
 - b. The location of all existing property lines, adjoining streets, storm sewers, water mains, sanitary sewer mains, gas mains, culverts or other underground structures and all existing or proposed easements and other existing pertinent features within the area to be subdivided.
 - c. The name of all adjoining subdivisions, tract, parcel, and lot numbers.
 - d. The proposed lot layout, location width and approximate grade of all streets, the zoning district or districts in which the land to be subdivided is located according to the current zoning district map of the City.
 - e. The title under which the subdivision is to be recorded, the name of the owners of same, including the names of the officers of any corporate owner, and the name of the registered surveyor platting the tract of land to be subdivided.
 - f. The proposed location of all sanitary sewers.
 - g. All proposed public areas and areas to be preserved as open space.
 - h. Each street shall be identified by its proposed street name.
 - i. The location of all existing and proposed utility lines and fire hydrants, streetlights and sidewalks, and service line crossings.

Submission & Approval Procedure.

1. The owner shall submit two (2) hard copy prints with a PDF and DWF electronic file of the preliminary plat, infrastructure plans for major subdivisions and conceptual plan or master plan to the City a minimum of thirty (30) business days before the next regularly scheduled meeting of the Planning and Zoning Commission.
2. One set of development plans will be filed and one set will remain for review and comment.
3. Upon completion of the staff review, the owner shall be notified in writing of the staff review comments and recommendations, and the date, time and location of the Planning and Zoning Commission meeting. All public notice requirements that may be mandated by other regulatory guidelines set forth in this Regulation shall be met at this time as well.
4. The owner's application seeking approval of the submitted preliminary plat will be scheduled on the Commissions agenda, and a copy of the preliminary plat, conceptual plan and master plan if required, and staff review comments will be provided to the Commission in advance of the regularly scheduled meeting for review.
5. At the time and place of the Commission's meeting to consider the owners preliminary plat, the owner or his designated representative shall present a summary of the subdivision development before the Commission at an open public meeting. Attendance by the owner or designated representative is mandatory at the scheduled Commission meeting; otherwise, the preliminary plat will be tabled until a future date.
6. At this time, the Commission shall act upon the preliminary plat and approve, conditionally approve or disapprove the same.
7. If the Commission conditionally approves the plat, any findings, revisions, modifications, additions or deletions required of the owner shall be identified by the Commission and submitted in writing to the Board of Aldermen for consideration. Such revisions, modifications, additions or deletions to the preliminary plat are limited to:
 - a. The width, alignment and accessible routes of streets, and
 - b. The type, capacity and location of sanitary sewers or storm sewer facilities, and
 - c. The location and capacity of all public water facilities, and
 - d. The location, width and purpose of easements appearing on the preliminary plat or required by the City for public use, and
 - e. Lot sizes or lot layout, and
 - f. The acceptability and location of parks or open space, and
8. The Commission's report will be forwarded to the Board of Aldermen for their consideration, at which time the owner or his designated representative will present an overview of the intent of the proposed subdivision development, and comments presented by other interested parties and the public will be heard. The Board of Aldermen shall declare its findings to approve modify or reject the recommendation of the Commission.
9. Approval of the preliminary plat by the Board of Aldermen shall authorize the owner to prepare the final plat and commence construction of infrastructure improvements in concert with the requirements in these Regulations. Approval of the preliminary play does not constitute an approval of the plat for the purposes of recording, or for the sale and/or development of any tract or parcel of land within the area represented on the preliminary plat other than infrastructure improvements that are permitted to support the development.
10. Submittal of a preliminary plat for approval of a minor subdivision is not required. Due to the limitations set forth as described for minor plats, the applicant need only submit a final minor subdivision plat for review and approval.

Major Subdivision: FINAL PLAT REQUIREMENTS & DEDICATION

1. Upon completion, testing and inspection of the infrastructure improvements that support a development site for which the preliminary plat was approved by the City, the developer may file the final plat with the Director of Public Works for processing. No additional application or fee is required for the filing of the subdivision final plat.
2. As additional sections, tracts or phases of the subdivision are to be developed according to the master plan, the final plat of each section, tract or phase for which a preliminary plat has been approved and infrastructure improvements have been completed shall be filed and all the provisions of this chapter shall be observed.
3. *Plat Content.* The final plat of the subdivision, or section or tract thereof, shall be drawn on a sheet 24" x 36", to a scale of not more than 1" = 100' and shall contain, or be accompanied by, the following information:
 - a. 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.
 - b. The name of the owner or owners of the land platted and, if the owner is a corporation, the names of the officers thereof.
 - c. The seal of the surveyor, registered in Missouri, who prepared the plat.
 - d. The classification of all land platted by zoning district classifications according to the current zoning map of the City.
 - e. The north point and scale.
 - f. The exterior boundaries of the land platted.
 - g. The right-of-way of all streets.
 - h. The location of all sidewalks.
 - i. The boundaries of all areas to be dedicated to public use.
 - j. The right-of-way width and names of all streets, which adjoin the land shown on the plat.
 - k. The dimension of the lots, and the numbers (letters in re-subdivisions) of all lots on the plat.
 - l. The location of all building setback lines.
 - m. All linear and angular dimensions necessary to locate the boundaries on the plat in relation to as section or quarter-quarter corners or line, or established in-lot or out-lot line.
 - n. All linear and angular dimensions of all streets, lots, utility easements, sanitary sewer and surface water drainage easements, or other areas on the plat, and such linear dimensions shall be expressed in feet and decimals of a foot.
 - o. All radii, arcs, and chords, points of tangency and central angles for all curves and rounded corners on the plat.
 - p. The location and description of all monuments and all street, lots or other area corners, intersections and all perimeter corner or angle points shall be marked with a suitable durable monument.
 - q. Endorsements of certification shall be entered upon the final plat as listed herein:

Certificate of Ownership and Dedication.

I hereby certify that I am the owner of the property described and shown here-on, which property is located within the subdivision regulation jurisdiction of the City of St. James, that I have caused this property to be platted as shown here-on and that said property shall be known and designated as _____. I hereby freely adopt this plan of subdivision and dedicate to public use all areas shown on this plat as streets, alleys, walks, parks, open space, and easements, except those specifically indicated as private, and that I will maintain all such areas until the offer of dedication is formally accepted by the City of St. James. All property shown on this plat as dedicated for a public use shall be deemed to be dedicated for any other public use authorized by law when such other use is approved by the St. James Board of Aldermen in the public interest.

Date

Owner(s)

(Notarized)

Certificate of Approval.

We hereby certify that all streets shown on this plat are within the City of St. James. All streets and other improvements shown on this plat will be completed within 24 months and the development of all infrastructure improvements has been assured by the posting of a construction contract, maintenance contract or other sufficient surety that indemnifies the City against project delays, insolvency, design defects and failures in workmanship.

Date

Chairman, Planning and Zoning Commission

Date

Director of Public Works

Certificate of Approval by Board of Aldermen.

I hereby certify that the subdivision shown on this plat of, an addition to the City of St. James, Phelps County, Missouri, is in all respects in compliance with the St. James Regulations, and that this plat was duly submitted, adopted, and approved by the Board of Aldermen of the City of St. James, Missouri, at a open public hearing of said Board of Aldermen on the _____ day of _____, 20____.

Date

(Name)
Mayor

Attest:

(Name)
City Clerk
(City Seal)

City Tax Release.

I hereby certify that all property taxes levied by the City of St. James against the real estate described on this plat have been paid in full of _____ and all prior years.

Date

(Name)
City Collector

County Tax Release.

I hereby certify that all property taxes levied by the County of Phelps against the real estate described on this plat have been paid in full of _____ and all prior years.

Date

(Name)
Collector of Revenue

Recorder's Certificate.

This plat was filed for record in my office on this _____ day of _____, 20____. Plat filed at Plat Book Number _____, Page _____.

Date

(Name)
Recorder of Deeds

Surveyor's Certificate.

Affidavit and certificate by a qualified registered surveyor to the effect that he has fully complied with the requirements of these regulations and the subdivision laws of the State of Missouri governing surveying, dividing, and mapping the land; that the plat is a correct representation of all the exterior boundaries of the land surveyed and the subdivision of it; that the plat represents a survey made by him and that all monuments indicated thereon actually exist and their location, size and material are correctly shown.

1. All restrictive covenants appearing upon and applying to any lots on the final plat shall be signed by the owner or owners, trustee, and mortgagees, if any, of the lots.

Minor Subdivision: FINAL PLAT REQUIREMENTS & DEDICATION

Requirements for Minor Subdivision Plats are identical to the process for Major Subdivisions, except the Preliminary Platting process is not required.

Certificate of Ownership.

I hereby certify that I am the owner of the property described and shown here-on, which property is located within the subdivision regulation jurisdiction of the City of St. James, that I have caused this property to be platted as shown here-on and that said property shall be known and designated as _____. I hereby freely adopt this minor plat of subdivision and dedicate to public use all areas shown as easements on this plat, except those specifically indicated as private.

Date

Owner(s)

(Notarized)

Certificate of Approval.

We hereby certify that the minor subdivision shown on this plat does not involve the creation of new public streets or any change in existing public streets, that the minor subdivision is in all respects in compliance with the St. James City Code, and that therefore this plat has been approved by the City of St. James, subject to its being recorded in the office of the Phelps County Recorder of Deeds within sixty (60) days of the date below.

Date

Chairman, Planning and Zoning Commission

Date

Director of Public Works

Certificate of Approval by Board of Aldermen.

I hereby certify that the subdivision shown on this plat of, an addition to the City of St. James, Phelps County, Missouri, is in all respects in compliance with the St. James Regulations, and that this plat was duly submitted, adopted, and approved by the Board of Aldermen of the City of St. James, Missouri, at a open public hearing of said Board of Aldermen on the _____ day of _____, 20____.

Date

(Name)
Mayor

Attest:

(Name)
City Clerk
(City Seal)

City Tax Release.

I hereby certify that all property taxes levied by the City of St. James against the real estate described on this plat have been paid in full of _____ and all prior years.

Date

(Name)
City Collector

County Tax Release.

I hereby certify that all property taxes levied by the County of Phelps against the real estate described on this plat have been paid in full of _____ and all prior years.

Date

(Name)
Collector of Revenue

Recorder's Certificate.

This plat was filed for record in my office on this _____ day of _____, 20____. Plat filed at Plat Book Number _____, Page _____.

Date

(Name)
Recorder of Deeds

Surveyor's Certificate.

Affidavit and certificate by a qualified registered surveyor to the effect that he has fully complied with the requirements of these regulations and the subdivision laws of the State of Missouri governing surveying, dividing, and mapping the land; that the plat is a correct representation of all the exterior boundaries of the land surveyed and the subdivision of it; that the plat represents a survey made by him and that all monuments indicated thereon actually exist and their location, size and material are correctly shown.