



# City of Pleasant Hill

203 Paul Street, Pleasant Hill, MO 64080 816-540-3135 / Fax: 816-987-5141

## FINAL PLAT APPLICATION

File # \_\_\_\_\_, Date Received: \_\_\_\_\_

The request for the Final Plat will be in writing by the County only after approval of the Preliminary Plat, and after approval of a change of zoning, if applicable.

Application is hereby made to the Community Development Division for approval of a subdivision plat.

Please Submit:

Five (5) Paper Copies, Minimum Size 22 X 33, 1-Electronic Version

**Final Plat Fee \$200.00 +(1 to 30 lots), \$400+ (31-100 Lots), \$600+ (100 plus lots)**  
**(Non-Refundable) Check payable to: City of Pleasant Hill**

Subdivision Name: \_\_\_\_\_

Phase: \_\_\_\_\_ Lots: \_\_\_\_\_ to \_\_\_\_\_

General Location: \_\_\_\_\_

Applicant/Owner: \_\_\_\_\_

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

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

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

Engineer/Surveyor: \_\_\_\_\_

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

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

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

Office Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant(Signature): \_\_\_\_\_ Date: \_\_\_\_\_

**24003.16 FINAL PLAT**  
**24003.1**

**a. Filing Procedure.** Following approval and prior to the expiration of the Preliminary Plat, the applicant may continue the subdivision process by filing a Final Plat. The Final Plat application shall be filed with the Director thirty (30) days prior to the Commission meeting at which the application is to be reviewed and shall contain:

- 1. One (1) reproducible original and a sufficient number of copies of the proposed Final Plat as specified on the application;
- 2. Copies of the additional information required pursuant to Section 24003.16.b hereunder as specified on the application;
- 3. A completed application form;
- 4. The applicable fees for filing and recording the plat, and for review of the Construction Plans; and
- 5. An agreement in writing on a form provided by the City Attorney that the developer will install all of the improvements required herein. A Final Plat shall not be accepted for review after the expiration of the Preliminary Plat.

**b. Information Required.** The Final Plat shall be prepared on a tracing cloth, mylar or similar quality material at a scale of one inch equals one hundred feet (1" = 100' or larger), unless specifically waived by the Director, in a size that is a multiple of eight and one-half inches by eleven inches (8½" x 11"), with a maximum size of 22" x 34". Where a proposed subdivision does not fit on a single sheet, the final plat shall be submitted on two (2) or more sheets of the same dimensions along with an index sheet showing the entire development at a smaller scale. The Final Plat shall show or have attached the following information:

- 1. Name of the subdivision which shall neither duplicate nor too closely resemble the name of any existing subdivision;
- 2. Date, scale and north arrow, on each page. The scale shall be one inch equals one hundred feet (1" = 100') unless specifically waived by the Director, and shall be shown graphically and in feet-per-inch.
- 3. Total acreage of the proposed subdivision;
- 4. The location of the boundary in reference to existing official monuments or the nearest established street lines, including the angles and distances to such reference points or monuments, shall be furnished. The plat shall show all monumentation which shall be

installed as required by the Director in a manner that meets or exceeds current Minimum Standards for Property Boundary Surveys.

5. The location by section, township, range, city, county and state, including descriptive boundaries of the subdivision based on an accurate traverse giving angular and linear dimensions which shall mathematically close and which shall be tied into the State Grid System. Bearings and distances of all exterior boundary lines and along the center lines of streets shall be furnished;
6. The legal description of the entire tract to be subdivided. The registered surveyor shall determine the coordinates of each and every controlling corner of the boundary of the tract of land being surveyed or subdivided. The procedures and the coordinate values shall meet or exceed the current Minimum Standards for Property Boundary Surveys of the Department of Natural Resources, 10 CRS 30-2.010. These coordinate values will be shown on the Final Plats.
7. Any  $\frac{1}{4}$ - $\frac{1}{4}$  corner that is referenced on a subdivision plat shall be referenced to the proper controlling corners of the section (any 2 of the 9 corners recognized by the Government Land Office).
8. The names, lines, three-line profiles, typical sections and grades of all proposed streets and their widths, right-of-way widths, and names;
9. An accurate by metes and bounds description of any property offered for dedication to the City or another public entity for public use;
10. The boundary lines of all adjoining lands for a distance of one hundred (100) feet and showing (with dotted lines) the right-of-way lines and adjacent streets and alleys with their widths and names;
11. Building lines and easements for rights-of-way provided for public use, services or utilities, including navigation easements, with figures showing their dimensions and listing uses that are being provided;
12. All dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the subdivision, blocks, lots, streets, easements, building lines, and other areas to be dedicated for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot;
13. Area in square feet for each lot or parcel, which shall equal or exceed applicable zoning ordinance requirements;
14. Building setback lines with dimensions.

- 15. An accurate drawing of the proposed subdivision with the lots clearly numbered. If the blocks are to be numbered or lettered, these should be shown clearly in the center of the block;
- 16. Approved Construction Plans conforming with the requirements of these regulations, for all roadway, grading, sanitary sewerage system, storm drainage facilities, water distribution system, and other pertinent site improvements. Two (2) sets of such Construction Plans shall be submitted with the Final Plat;
- 17. Boundary lines and description of the boundary lines of any areas other than streets and alleys which are to be dedicated or reserved for public use.
- 18. Two (2) copies of all deed restrictions and/or protective covenants and, if applicable, articles of incorporation and bylaws of a homeowner's association for the proposed subdivision;
- 19. A statement dedicating all easements, streets, alleys and other public areas not previously dedicated.
- 20. Certification by a Registered Land Surveyor that all details of the plat are correct.
- 21. Other certifications as required to comply with the UDC.
- 22. Two (2) copies of a sanitary sewer construction permit issued by the State, DNR which includes the approval of all lines and necessary appurtenances intended to serve the proposed lots as shown on the final plat.
- 23. Other information pertaining to the proposed development as may be determined to be necessary from time to time by the Commission to facilitate review of the Final Plat;

c. **Review Procedures.** The Final Plat shall conform as closely as possible to the approved Preliminary Plat. All improvements and facilities to be provided by the developer shall be approved by the Director and installed prior to the issuance of an occupancy permit, or adequate security in lieu of making improvements shall be provided in accordance with Section 24003.15 of these regulations. All required dedications and easements shall be offered for dedication on the final plat by the applicant before the Commission shall approve the Final Plat; however, approval of the Final Plat shall not itself constitute acceptance of land for dedication. Acceptance of land dedication requires separate, written approval by the Director.

**d. Substantial Compliance with Preliminary Plat.** Prior to submitting the Final Plat to the Commission, the Director shall review the plat for substantial compliance with the approved or conditionally approved preliminary plat. If the Final Plat for a subdivision is found to deviate substantially from the approved Preliminary Plat, the applicant will be required to submit a new Final Plat if the deviations are eliminated, or a new Preliminary Plat if the deviations are retained. If a new Preliminary Plat is required, the applicant must comply with other applicable land development regulations at the time of resubmittal. Substantial deviations shall include, but are not necessarily limited to, the following:

- 1. a change in the location or design of a public street;
- 2. a change in the layout of lots or blocks;
- 3. a change in access to lots;
- 4. a change in areas, streets or rights-of-way to be reserved or dedicated;
- 5. a change in the drainage Plan which increases the runoff from the tract;
- 6. a change in the public utilities and facilities to be provided; and
- 7. a change in the extent of buffering between the proposed subdivision and adjacent areas and/or land uses.