



Application for Final/Minor Plat Checklist

Note: No portion of an existing parcel may be sold or transferred to another party without first legally subdividing the property according to the City of Richmond Code Section 410 (Subdivision Regulations)

- _____ 1. In coordination with the Community Development Director, review procedures and requirements for subdividing. (Review entire checklist and application).
- _____ 2. Select proposed date to meet Planning and Zoning Commission (*see Community Development Director for calendar*)
- _____ 3. If the applicant is not the same as the owner, **the owner must sign application** and submit letter appointing applicant as the designated agent.
- _____ 4. The final/minor plat **must** be prepared by a registered land surveyor or professional engineer.
- _____ 5. A plan review meeting will be scheduled by the Community Development Office upon completion of the application. This can be done as a pre-application conference as well. This meeting will take place with the Community Development Director, Fire Chief and Public Works Superintendents, Ray County Health Department and State Highway Department along with any other required utilities, etc. (*See Community Development Director for schedule*)
- _____ 6. All attachments and application completed and turned in at least ten (10) days prior to scheduled Planning and Zoning meeting.
- _____ 7. The Community Development Director review application with applicant and inform applicant of any additional information that is needed prior to planning and zoning meeting.
- _____ 8. After application and all materials are complete, the Community Development Office will schedule a review at the Planning and Zoning Commission's first regular meeting (not less than ten (10) days or more than thirty (30) days following submission).

- _____ 9. Staff report will be prepared by Community Development Director including all information provided by applicant and sent to Planning and Zoning Commission.
- _____ 10. Community Development Office will mail agenda to applicant with meeting date and time.
- _____ 11. The Planning and Zoning Commission will review the final plat and supplemental data. The Commission shall approve or disapprove same and which action shall be noted on the plat and signed by the Chairman of the Commission.
- _____ 12. The owner or applicant **must attend** the Planning and Zoning Commission meeting. (Failure to attend will result in the application not being considered.)
- _____ 13. Approval of the plat by the Commission shall not constitute acceptance of any portion thereof designated for public use. Copies of any final plat containing any area proposed to be dedicated to the public use shall be forwarded by the Commission to the City Council for its consideration and action.
- _____ 14. Recording shall not take place until after appropriate fees are paid by the sub-divider. No building permits shall be issued until recordation.
- _____ 15. Approval of the plat and improvements noted shall be accepted for a period of five (5) years. If construction is not commenced within (5) years of acceptance by the City of Richmond, additional regulations may be imposed to meet current standards for development.

**CITY OF RICHMOND, MISSOURI
APPLICATION FINAL/MINOR PLAT**

Part I: Applicant/Agent Information

Applicant: _____

Mailing Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Property Owner (*if different than applicant*): _____

Mailing Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Part II: Subject Property Information

Address: _____

Acreage/square footage: _____

Part III: SUBMIT THE FOLLOWING ATTACHEMENTS:

In addition to the application the following list of items must be attached in order to be accepted as a complete application. (*Please check all boxes to assure all have been provided*)

- Complete application form
- Copy of recorded deed or other instrument to confirm proof of ownership
- Final Plat (*see Appendix A list of details for the final plat*)
- Application Fee (\$150.00)

Part IV: Signatures

Applicant:

By signing below, I acknowledge that all information submitted above is true to the best of my knowledge and belief.

Applicant/Agent

Date

Owner if different than applicant:

If I have designated an agent or applicant to appear on my behalf, I understand such agent/applicant is designated to represent me and is authorized as the means of communication with the city in regards to this application. I further acknowledge that all submitted information above is true to the best of my knowledge and belief.

Owner

Date

Department Use Only

Date completed application received by Community Development: _____

Filing Fee: \$150.00 **TOTAL FEES COLLECTED:** _____

Note: Recording fees must be paid prior to recording plat.

APPENDIX A
FINAL PLAT INFORMATION

Minimum Required Information:

- Name of the subdivision and the tract designation of the property.
- Sheet size shall be limited to eighteen (18) inches by twenty-six (26) unless extreme conditions require a larger size to clearly delineate the proposed subdivision. *(Five copies of the Final Plat shall be submitted with all signatures and notary stamp)*
- One reduced Print no larger than Eight and one half (8 ½) by eleven (11)
- The scale shall not be less than two hundred (200) feet to the inch.
- Name and address of record of landowner, applicant, engineer, surveyor, and any others who may have prepared the plat.
- Location of all existing monuments of record.
- The boundary lines of the proposed subdivision, and their bearing and distances, with ties to existing section corners and/or corners or points of legally recorded subdivisions of record within the corporate limits of the City.
- All section lines, U.S. Survey and township lines, lines of incorporated areas, school districts and all other legally established districts.
- Date, North arrow and scale.
- The lines of all street right of ways, easements and other right of way, all lot lines and building lines with figures showing specific dimensions in decimals of a foot.
- Specific bearings or deflection angles, radii, and central angles of all curves.
- The lines of all pertinent adjoining lands and streets and their names.
- Existing zoning.
- Legal Description.
- Certificate and seal of surveyor as to accuracy of survey and plat.
- Location of Floodplain areas.
- Acknowledgement of the owner and mortgagee regarding plat and all dedications, restrictions, and conditions affecting property platted.

Supplemental Information required with the Final Plat:

- Copies of the approved plans and profiles of all subdivision improvements, such as streets, sewers, storm drains and structures, including grading plans, if required.
- In lieu of actual construction of any required improvement and only with the consent of the City Council, a sub-divider may provide a surety in the form of a corporate surety bond by a firm authorized to do business in Missouri with good and sufficient sureties thereon or a cashier's check made payable to the City, an escrow account or an irrevocable letter of credit in favor of the City in the amount of one hundred ten percent (110%) of the total engineering estimate cost of said improvement as approved by the City Council. The surety shall remain in effect until the date of acceptance of such improvement by the City.

Required improvements (see section 410.080 for more detail)

1. Streets, walks, sanitary sewer, water line, street signs, trees, storm water and any other utilities that may be required.