

FINAL PLAT CHECKLIST

Subdivision Name: _____ Date Received: _____

PLN#: _____

Date Reviewed: _____ By: _____ Surveyor Advised: _____

Completed, Forwarded for Review

Returned to Surveyor as Incomplete

NOTES:

- " If public improvements are required, the consulting engineer must sign, seal and date Section 1 of this checklist. The surveyor must sign, seal and date the remainder of this checklist and return a copy of it to the Zoning and Subdivision Services office with the correct number of final plat check prints.
- " Final plats will be returned to the surveyor if they are determined to be incomplete. Only a complete final plat, as outlined in this checklist, will be forwarded for review by the necessary agencies.
- " Final plats will be returned to the surveyor if the public improvement plans are not yet approved by Public Works. Also, Public Works will return the final plat if it doesn't match the public improvement plans or if it is a phase and it doesn't match the improvement plans.
- " All the items below must be on the final plat to insure that there is sufficient information for the final plat to be reviewed. Accuracy of the information will be checked during the full review process.

<p>1. The public improvement plans for the subdivision have been approved by Public Works. The accepted final improvement plans match the phase of the final plat.</p>	
<p><u>Plan Type</u></p> <p>Sanitary Sewer: _____</p> <p>Lift Station & Force Main: _____</p> <p>New Streets/Sidewalks: _____</p> <p>Storm Sewers: _____</p> <p>Storm Water Detention: _____</p> <p>Other: _____</p>	<p><u>PW Plan No.</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>_____</p> <p>Consulting Engineer's Signature</p>	<p>(Seal)</p>
<p>_____</p> <p>Printed Name</p>	<p>Fax No: _____ Date: _____</p>

	2. Prepare and submit within two years from the date of the preliminary plat approval.
	3. Fourteen (14) check prints (15 if on a State Highway).
	4. Size sufficient to include all necessary endorsements and acknowledgements. Sizes 17" x 22" or 24" x 36".
	5. Where necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. Each sheet must have the space in the upper right corner for the Recorder's label. For large subdivisions, the Final Plat may be submitted for approval progressively in contiguous sections satisfactory to the Commission. If you did not have a phasing plan approved with the Preliminary Plat, you must submit a phasing plan to the Administrative Review Committee for approval prior to submittal of a phased Final Plat.
	6. Scale: Suitable for detail dimensions.
	7. Exact boundary legal description, to include street rights-of-way being dedicated. Legal conforms exactly with dimensions, points called out and bearings or internal angles as shown on plat, including the direction of closure.
	8. Land reference control point.
	9. Point of beginning designated.
	10. Distance N-S and E-W of point of beginning from land control point in legal description.
	11. Traverse bearings and internal angles. Provide Public Works proof of closure on a separate sheet. Error of closure must meet Mo. Min. Standards for Property Boundary Surveys.
	12. Curve data required on all curves. Length of all arcs, radii, internal delta angles, points of curvature, tangent bearings and points.
	13. North arrow. True north or grid north according to Mo. Coord. System of 1983 Central Zone.
	14. Date of Preparation. (Under Surveyor's signature)
	15. Name of Subdivision
	16. Names of adjacent subdivisions and owners of adjoining parcels of unplatted land using dotted lines.
	17. Names and right-of-way widths of adjacent streets. Show both sides of adjacent right-of-way and distance to each from centerline (and land line if different).
	18. Names and right-of-way widths of streets within the subdivision. Names must match existing street names which align with proposed streets or are not used elsewhere in the City.

	19. Plat boundaries are to be darkened.
	20. Proposed building setback lines.
	21. Width of lot at building setback lines shown when lots are located on a curve or when side lot lines are other than 90° to the street line.
	22. The location of all existing buildings, or underground structures and all existing easements or other existing features. Existing easements not dedicated by an earlier recorded final plat must have the Recorder s Office book and page identification. Also show the location, dimensions and the book/page of all adjacent, offsite, sanitary sewer, utility and drainage easements.
	23. New easements to accommodate new utilities, sewer, drainage and/or detention in accordance with the public improvement plans, along with the necessary dimensions and bearings.
	24. Lots in the subdivision are numbered consecutively from one to the total number.
	25. Lot lines with accurate dimensions in feet and hundredths, and angles or bearings when other than 90° to the street.
	26. Lot lines radial to curve or perpendicular to street line.
	27. Street center line bearings, curve data, PC, PI and PT.
	28. Two permanent corner monuments for one straight side tied to Mo. Coord. System of 1983 and labeled with grid coordinates.
	29. Express dedication to the public for streets, alleys, access limitations, rights-of-way, parks, school sites and other public places.
	30. Name of owners certificate with acknowledgement statement and express representation that the parties joining in such dedication are the sole owners of the tract of land. Place for notary signature, printed name and seal.
	31. If owner is a corporation, provide a place for the corporate seal and signature of one officer.
	32. Location by section, township, range, city, county and state. If a re-subdivision of an existing or approved subdivision, then by lot or block numbers and name of original subdivision.
	33. Certificate of Surveyor (see the required language in the Subdivision Regulations) and place for surveyor s seal.
	34. Certificate of Planning and Zoning Commission approval.
	35. Certificate of City Council approval.
	36. A 2.5 inch by 4 inch block in the upper right-hand corner of the 1 st page of the final plat reserved for the Recorder s Office recording label.

	37. Two copies of deed restrictions or protective covenants, if any common area or common improvements exist within the Final Plat.
	38. Surveyor s date of preparation must be earlier than the date of execution.
	39. Plat fees required. (Fees are non-refundable) Fees are required prior to recording.
	40. Other special requirements deemed necessary and included in the conditional approval of the preliminary plat by the Planning and Zoning Commission.
	41. Surface water drainage statement.
	42. Drainage easement maintenance statement.
	43. Certification of Title (required prior to recording).
	44. Subordination Agreement (one for each lienholder, if any, required prior to recording)
	45. Final Plat Application, completed and signed by the property owner (required prior to recording).
	46. Property owner s name (or developer if different): _____ <div style="text-align: right;">Print</div> Mailing Address _____ <div style="display: flex; justify-content: space-between;"> Address City State Zip Code </div> Fax No: _____
	_____ Surveyor s Signature (SEAL) _____ Printed Name Fax No: _____ Date: _____