



# MINOR PLAT

## GUIDE TO SUBDIVIDING PROPERTY IN OAK GROVE

### Background

A minor plat is a simplified process for subdividing land into separate parcels for future sale or lease. The minor platting process eliminates the requirement for preliminary plat approval. A minor plat must meet all requirements for a final plat except those relating to the prior approval of, or compliance with, an approved preliminary plat.

When an application is accepted, staff reviews it for completeness and compliance with applicable plans and ordinances. Staff will contact the applicant if additions or revisions to the application are necessary. Staff prepares a report containing its findings and either approves or denies the minor plat.

### Definition

A minor plat is a subdivision of property meeting the following requirements:

1. The proposed plat of subdivision shall include not more than five (5) acres.
2. The subdivision of the property must not create more than five (5) lots, tracts, or parcels;
3. No public street or access easement is sought to be dedicated through (as opposed to adjacent to) the property ;
4. The proposed plat of subdivision is in compliance with all of the requirements of the Oak Grove Unified Development Code.

### Process

The Zoning Officer will make the determination whether a property is eligible to be subdivided under the minor plat process. Applicants should contact the Zoning Officer prior to filing an application for a minor plat.

### Decision

The proposed plat of subdivision shall be in the form required by Section **405.425** (Final Plat) of these subdivision regulations and shall contain all data, information and certifications required for a final plat by Section **405.425** of these subdivision regulations.

Minor subdivisions submitted for approval shall be filed with the Zoning Officer. The Zoning Officer may require to be submitted the topographic information required under Section **405.420** (Preliminary Plat) whenever the property to be subdivided or resubdivided is traversed by or is adjacent to a known watercourse, including intermittent streams.

The approval of a minor subdivision shall be subject to the provisions of these subdivision regulations, except insofar as the Sections requiring prior approval of or compliance with an approved preliminary plat.

**Next Steps**

After a minor plat has received approval from the Zoning Officer, it must be recorded with Jackson County within sixty (60) days of receiving final approval. Failure to record the plat within that time will render the plat null and void.

Within fifteen days of recording the final plat, three copies of the final plat (two paper and one mylar) must be submitted to the city. No building permits will be issued for the property until the required copies of the recorded final plat are submitted.

# MINOR PLAT

## APPLICATION CHECKLIST

For applications filed under Unified Development Code Section 405.075

---

*In order to request a minor subdivision review, a completed application must be received by the Zoning Officer. Please contact the Zoning Officer for details.*

*A complete application includes the following:*

- A completed application form.** The application forms are available in the Community Development Office located at Oak Grove City Hall or at [www.cityofoakgrove.com](http://www.cityofoakgrove.com).
- Ten (10) full size copies of the plat.** A minor plat must contain all of the information required for a final plat.
- Digital copy of the plat** in a portable document format (.pdf) of each sheet of the plat submittal sized to 11"x17".
- Attached legal description** and legal description in Word Document format (legal description must be full description with callouts).
- Ownership affidavit, copy of deed, or other proof of ownership OR ownership consent form**
- Application fee of two hundred dollars (\$200.00) Plus associated cost.** payable to the City of Oak Grove.

# MINOR PLAT

## PLAT CONTENTS CHECKLIST

*The plat must be a complete and exact subdivision plat, prepared for official recording as required by statute, to define property boundaries, proposed streets, and dedications. The plat must be prepared by a registered land surveyor in the State of Missouri, and bear his/her official seal.*

### The plat must show and contain the following information:

	<b>Scale.</b> The minor plat prepared for recording purposes must be drawn at a scale of no less than one (1) inch equals one hundred (100) feet.
	<b>Sheets.</b> The size of the sheets on which plats are submitted shall be at least sixteen and one-quarter (16 $\frac{1}{4}$ ) inches by nineteen (19) inches, and shall not exceed twenty-four (24) inches by thirty-six (36) inches. Each sheet shall have a one and one-quarter (1 $\frac{1}{4}$ ) inch binding edge along the left side (narrow dimension) and a one-quarter ( $\frac{1}{4}$ ) inch border along all other sides. Where the proposed plat is of unusual size, the plat shall be submitted on two (2) or more sheets of the same dimensions. If more than two (2) sheets are required, an index sheet of the same dimensions shall be filed showing the entire development at a smaller scale.
	<b>Subdivision name.</b> The name of the subdivision, not to duplicate or closely approximate the name of any existing subdivision.
	<b>Location.</b> The location by section, township, range, County and State, and including legal descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions which must mathematically close. The allowable error of closure on any portion of a plat must be not more than one (1) in three thousand (3000) for residential subdivisions and one (1) in ten thousand (10,000) for commercial subdivisions. All calculations must be furnished showing bearings and distances of all boundary lines and lot lines.
	<b>Boundary.</b> The location of the boundary must be shown in reference to existing official monuments or the nearest established street lines, including true angles and distances to such reference points or monuments.
	<b>Coordinates.</b> Based on the Missouri Coordinate System 1983.
	<b>Features.</b> The area of lots and the location of lots, streets, sidewalks, public highways, alleys, parks and other features with accurate dimensions in feet and decimals of feet, with the length of radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground. Dimensions must be shown from all angle points and points of curve to lot lines.
	<b>Lot Numbers.</b> Lots must be clearly numbered. If blocks are to be numbered or lettered, these should be shown clearly in the center of the block.
	<b>Areas for public use.</b> Boundary lines and description of boundary lines of any areas to be dedicated or reserved for public use, other than streets and alleys.
	<b>Setback lines.</b> Building setback lines on front and side streets with dimensions.
	<b>Monuments.</b> The location of all monuments required to be installed by the provisions of these Zoning Regulations.
	<b>The names of adjoining subdivisions.</b>



**The following additional data must be submitted with the plat:**

	<b>Title report.</b> A title report by an abstract or a title insurance company or an attorney's opinion of title, showing the name of the owner of the land and all other persons who have an interest in, or an encumbrance on, the plat. The consent of all such persons must be shown on the plat.
	<b>Taxes.</b> A certificate showing that all taxes and special assessments due and payable have been paid in full; or if such taxes have been protested as provided by law, monies or other sufficient escrows guaranteeing such payment of taxes in the event the protest is not upheld, may be placed on the deposit with such officials or governing bodies to meet this requirement.
	<b>Deed restrictions.</b> A copy of any deed restrictions applicable to the subdivision.



## MINOR PLAT APPLICATION

**FOR OFFICE  
USE ONLY**

Case Number: \_\_\_\_\_ Staff Planner: \_\_\_\_\_ Filing Fee: \_\_\_\_\_

### APPLICANT/OWNER INFORMATION

**Applicant Name:** \_\_\_\_\_

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

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Property Owner Name (if different than applicant):** \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Firm Preparing the Plat:** \_\_\_\_\_

Contact: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

\*All correspondence on this application should be sent to (check one):  Applicant  Property Owner  Firm

### PROJECT INFORMATION

General Location or Address of Property: \_\_\_\_\_

Legal Description: *Please attach*

Property Area in Acres and/or Square Feet: \_\_\_\_\_

Number of Lots/Parcels/Tracts to be Created: \_\_\_\_\_

Current Zoning of the Property: \_\_\_\_\_

**APPLICANT'S DECLARATION**

My application consists of the following items and information necessary for a complete application:

<input type="checkbox"/> Completed application form	<input type="checkbox"/> Required fee: \$ 200.00 (+ associated cost)
<input type="checkbox"/> 10 full size copies of plat	<input type="checkbox"/> Attached legal description in Word Document format on a disk
<input type="checkbox"/> Digital Plat in PDF format	<input type="checkbox"/> Ownership affidavit or owners consent form

**The following declarations are hereby made:**

- The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.
- The submitted plan, if any, contains all of the necessary information required by the Zoning Ordinance(s). I will provide any and all omitted information and understand omissions can delay the development process.
- The applicant has discussed this application with the Zoning Officer.

**Zoning Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- The information presented and contained within this application is true and correct to the best of the undersigner(s) knowledge.

**SIGNATURE OF OWNER(S) AND/OR APPLICANT(S)**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Subscribed and sworn to me on this \_\_\_\_\_ Stamp:  
 the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
 in the County of \_\_\_\_\_,  
 State of \_\_\_\_\_.

**Notary Public:** \_\_\_\_\_ **My Commission Expires:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Subscribed and sworn to me on this \_\_\_\_\_ Stamp:  
 the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
 in the County of \_\_\_\_\_,  
 State of \_\_\_\_\_.

**Notary Public:** \_\_\_\_\_ **My Commission Expires:** \_\_\_\_\_

**OWNERSHIP AFFIDAVIT**

---

STATE OF MISSOURI )  
COUNTY OF JACKSON )

Comes now \_\_\_\_\_ (owner)  
who being duly sworn upon his/her oath, does state that he/she is the owner of the  
property legally described in the proposed plat, titled

---

and acknowledges the submission of the application for subdivision of said property  
under the City of Oak Grove Unified Development Code.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

---

Signature of Owner

---

Printed Name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

---

Notary Public

---

My Commission Expires