

# FINAL PLAT

## *GUIDE TO SUBDIVIDING PROPERTY IN THE CITY OF OAK GROVE*

### **Background**

A final plat is the second step in the process of subdividing land into separate parcels for future sale or lease. Once a preliminary plat has been approved by the Board of Alderman, the final plat process can begin. The final plat process is required to review the impacts of proposed development, confirm the adequate provision of public services, and ensure new development will conform to all applicable plans and regulations.

### **Definition**

A final plat legally establishes the division of property into separate parcels or tracts. A final plat shows lot boundaries, street dedications, easements, and any other divisions of land. Final plats must be prepared by a registered surveyor or engineer and must include all requirements outlined in the Oak Grove Unified Development Code.

### **Conditions**

Final plats are reviewed in relation to their consistency with the preliminary plat applications. Final plats must be found to be "substantially the same" as the approved preliminary plat. Additionally, the final plat must comply with all conditions, restrictions, and requirements of the City of Oak Grove Unified Development Code and all other applicable ordinances and design standards of the City. Finally, the application must comply with any conditions that may have been attached to the approval of the preliminary plat.

### **Process**

- A. Filing of the Final Plat. Ten (10) copies of the final plat and three (3) copies of the final improvement

plans, as required by Article III, Section 405.075, shall be filed with the Zoning Officer sixty (60) days prior to the date of the meeting on which the plat is to be heard. The copies of the final plat and all appropriate information shall be transmitted to the Planning and Zoning Commission for appropriate action and then forwarded to the Board of Alderman for approval. An expedited review process may be requested by the developer to shorten the review period. The developer may be required to pay additional fees as identified in the schedule of fees in order to pay for consultants services or any staff overtime. The minimum fee must be paid at the time of application and the developer must request the thirty (30) day deadline in writing.

- B. Official Subdivision Submission Date. For the purpose of these subdivision regulations, the date that the plat is placed on the agenda and action is taken by the Planning and Zoning Commission shall constitute the official submittal date of the plat at which the sixty (60) day period required by Section 89.420, RSMo., for the formal approval or disapproval of the plat commences to run.

### **Decision**

Within forty-five (45) days after consideration of the final plat, the Planning and Zoning Commission shall recommend approval, conditional approval or disapproval of the final plat. If the Planning and Zoning Commission recommends disapproval of the final plat, it shall advise the subdivider in writing of the reasons for such recommendation within ten (10) days after such action. The Planning and Zoning Commission shall recommend approval of a final plat if it is:

1. Substantially the same as the approved preliminary plat;
2. There has been compliance with all conditions, restrictions and requirements of the Article and all other applicable ordinances and design standards of the City;
3. There has been compliance with any condition that may have been attached to the approval of the preliminary plat.

C. Failure of Planning and Zoning Commission to Act on the Final Plat. Within sixty (60) days after the submission of the plat to the Commission, the Commission shall recommend approval, conditional approval or disapprove the final plat; otherwise the plat is deemed approved by the Commission, except that the Commission, with the consent of the applicant for approval, may extend the sixty (60) day period. The grounds of disapproval of any plat by the Commission shall be made a matter of record.

D. Before a final plat is recorded and consideration by the Planning and Zoning Commission, The Board of Alderman shall either approve by ordinance or disapprove the final plat and accept or reject the dedication of land for public purposes within thirty (30) days and after the first (1st) meeting of the Board of Alderman after the plat was submitted to the City Clerk. If the plat is disapproved, the subdivider shall be notified of the reasons for such disapproval. If the Board of Alderman rejects any dedications on the final plat, they shall advise the subdivider in writing of the reasons for such rejection.

E. The foregoing provisions of these subdivision regulations to the contrary notwithstanding, an approved preliminary plat may be submitted for final approval in separate geographic units rather than as a whole, provided the following conditions are met:

1. Each unit of a plat of subdivision for a single-family residence shall contain an area of sufficient size

based on physical conditions and ability to install improvements economically. Such units should contain at least twenty (20) lots.

2. The approval of the Planning and Zoning Commission upon the advice of the City Engineer as to the feasibility of such development in separate units, including the feasibility of the proposed sequence of development, shall be secured.

3. A final plat of at least one (1) unit shall be submitted for approval within one (1) year from the date of approval of the preliminary plat, and final plats of all such units shall be submitted for approval within five (5) years from the date that the preliminary plat was approved. The Planning and Zoning Commission on application of the subdivider may from time to time grant extensions on time within which to submit final plat, provided that each such extension shall be for more than one (1) year.

4. All steps required for the approval of final plat, including the recording thereof, shall be adhered to with respect to each unit so submitted.

#### **Next Steps**

No plat shall be recorded or filed with the office of the Recorder of Deeds until such plat has been approved by the Board of Alderman; all dedications of right-of-way, easements and other property have been accepted by the Board of Alderman; and the design and financing of all improvements has been agreed to by both the subdivider and the Board of Alderman. The financing responsibility for the cost of recording the plat with the Recorder of Deeds shall be borne solely by the subdivider. The subdivider must record the plat with the Recorder of Deeds and the cost shall be borne solely by the subdivider. The subdivider must record the final plat within sixty (60) days from the date of approval, or such plat is null and void.

F. No building permits or occupancy certificates shall be issued for a building or structure on any lot, tract or parcel of any subdivision that is subject to the

Provisions of these subdivision regulations until a copy of the recorded plat of subdivision is available for examination by the official charged with issuing building permits and/or occupancy certificates. No such permit or certificate shall be issued until there has been compliance with all of the provisions of these subdivision regulations and conditions of plat approval. Building permits will not be issued until all public improvements are installed and accepted by the City of Oak Grove.

**Timeline**

<p>▶ <b>30-60 Days Before P&amp;Z Commission Meeting</b>                  Filing deadline:                  - Submit a completed application (see application checklist)                  - Pay application fee   <i>Staff Review</i></p> <p>▶ <b>10 Working Days Before P&amp;Z Commission</b>                  Final revisions submission deadline</p> <p>▶ <b>First &amp; Third Tuesday of the Month</b>                  Planning &amp; Zoning Commission Meeting</p> <p>▶ <b>First &amp; Third Monday of the Month</b>                  -Board of Alderman First Reading                  -Board of Alderman Second Reading</p> <p>▶ <b>Within 60 Days of Final Plat Approval</b>                  Record plat with the county</p>
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**Contents of the Final Plat**

1. The final plat shall be a complete and exact subdivision plat, prepared for official recording as required by Statute, to define property boundaries, proposed streets and dedications.
2. The final plat shall be prepared by a registered land surveyor in the State of Missouri and bear his/her official seal.
3. Ten (10) paper print copies of the final subdivision plat shall be furnished for review.
4. After the final plat has been approved by the Planning and Zoning Commission and right-of-

- way and easements have been accepted by the Board of Alderman, a minimum of ten (10) copies of the final plat, of which five (5) will be paper print and five (5) will be mylar prints, shall be submitted.
5. The final plat prepared for recording purposes shall be drawn with a standard engineering scale and a minimum dimension of no less than one (1) inch equals one hundred (100) feet. The size of the sheets on which final plats are submitted shall be at least sixteen and one quarter (16 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 1/4) inch binding edge along the left side (narrow dimension) and one-quarter (1/4) inch border along all other sides. Where the proposed plat is of unusual size, the final 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.
6. The final plat shall show and contain the following information:
  - a. The name of the subdivision (not to duplicate or closely approximate the name of any existing subdivision).
  - 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 final plat shall be not more than one (1) in three thousand (3,000) for a residential subdivision and one (1) in ten thousand (10,000) for commercial subdivisions. All calculations shall be furnished showing bearings and

- distances of all boundary lines and lot lines.
  - c. The location of the boundary shall 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.
  - d. The location of lots, streets, 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 shall be shown from all angle points and points of curve to lot line.
  - e. Lots shall be clearly numbered. If blocks are to be numbered or lettered, these should be shown clearly in the center of the block.
  - f. Approved dwelling size classifications as defined in Section **405.420 (k)(3)(j)(3) (c)**.
  - g. The exact locations, right-of-way width, and names of all streets to be dedicated and the right-of-way width and names of any existing streets.
  - h. The location and width of all easements to be dedicated. If the easement is being dedicated by the plat, it shall be properly referenced in the owners certification of dedication.
  - i. Boundary lines and description of boundary lines of any areas other than streets and alleys which are to be dedicated on reserved for public use.
  - j. Building setback lines on front and side streets with dimensions.
  - k. The location of all monuments required to be installed by the provisions of these subdivision regulations.
  - l. The name of adjoining subdivisions.
  - m. The names and addresses of the developer, surveyor and/or professional engineer making the plat.
  - n. The regulatory flood elevation.
  - o. Statement dedicating all easements, streets, alleys, and all other public areas not previously dedicated.
7. The following additional data shall be submitted with the final plat.
- a. 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 interest in, or an encumbrance on, the plat. The consent of all such persons shall be shown on the plat.
  - 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 the requirements.
  - c. A copy of any deed restrictions applicable to the subdivision.
8. The City Engineer shall have the authority to adopt and publish specifications for completion on subdivision surveys, based on the current Minimum Standards for Property Boundary Survey's 10 CSR 30-2, Missouri Code of State Regulations. All subdivision surveys shall comply with the specifications adopted and published by the City Engineer.

# OAK GROVE, MO. FINAL PLAT

## APPLICATION CHECKLIST

For applications filed under Unified Development Code Section 405.075

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*In order to request a hearing before the Planning and Zoning Commission, a completed application must be received by the Community Development Department before the filing deadline. The filing deadline is 60 days before the next Planning Commission meeting. Please contact the Community Development Department for exact filing deadlines.*

*A completed application includes the following:*

- A completed application form.** The application forms are available in the Community Development Office located in Oak Grove City Hall or on the Internet at [www.cityofoakgrove.com](http://www.cityofoakgrove.com)
- Ten (10) full size copies of the final plat and three (3) copies of the final improvement plans.** The plat must contain all of the information listed on the Final Plat Contents Checklist.
- Digital copy of the plat and an 11"x17" portable document format (.pdf)** of each sheet of the plat submittal.
- 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 owner(s) consent form**
- Application fee of three hundred dollars (\$300.00), plus ten dollars (\$10) per lot payable to the City of Oak Grove.** Plus any associated cost.

*Prior to consideration by the Board of Alderman, the applicant must sign a development agreement outlining the required costs, design, construction, and maintenance of public improvements. All development fees and deposits must be paid prior to obtaining city signatures on the final plat to be recorded.*

*Additional fees or dedications include the following:*

- Public Works permit (impact fees).** Fees shall include costs incurred by the City for review of the plans by the City Engineer and the estimated cost of inspection and laboratory testing done by the City of Oak Grove during construction for quality control.
- Emergency warning siren fee.** The developer must deposit forty one (\$41) per lot for future placement of outdoor warning sirens. Monies shall be placed into an escrow account for the sole purpose of purchasing, placing and maintaining outdoor warning sirens within, and adjacent to, the City limits of Oak Grove, Missouri.
- Grading permit.** Upon approval of final grading plan by the City Engineer, a grading permit may be obtained and preliminary grading may take place. Financial security for work in accordance with an approved erosion control plan must be provided prior to issuance of a permit.

# OAK GROVE, MO. FINAL PLAT

## PLAT CONTENTS CHECKLIST

The final 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 final plat must be prepared by a registered land surveyor in the State of Missouri, and bear his/her official seal.

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

	<b>Scale.</b> The final 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 final plats are submitted shall be at least sixteen and one-quarter (16¼) 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 (1¼) inch binding edge along the left side (narrow dimension) and a one-quarter (¼) inch border along all other sides. Where the proposed plat is of unusual size, the final 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 final 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>Streets.</b> The exact locations, right-of-way widths, and names of all streets to be dedicated and the right-of-way width and name of any existing streets.
	<b>Easements.</b> The location and width of all easements to be dedicated. If the easement is being dedicated by the plat, it shall be properly referenced in the owner's certification of dedication.
	<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.



	<p>A blank space for noting entry on the transfer record in the following form:</p> <p style="text-align: center;">Entered on transfer record this _____ day of _____, 20__.</p> <p style="text-align: center;">_____ Deputy County Recorder of Deeds</p>
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**The following additional data must be submitted with the final plat:**

	<p><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.</p>
	<p><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.</p>
	<p><b>Deed restrictions.</b> A copy of any deed restrictions applicable to the subdivision.</p>
	<p><b>Final construction and grading plans.</b></p>



## FINAL PLAT APPLICATION

**SUBDIVISION NAME:** \_\_\_\_\_

FOR OFFICE  
USE ONLY:

Case Number: \_\_\_\_\_ Zoning Off: \_\_\_\_\_ Filing Fee: \_\_\_\_\_  
P&Z Date: \_\_\_\_\_ CC1 Date: \_\_\_\_\_ CC2 Date: \_\_\_\_\_

### 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/Tracts to be Created:

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

**LAND USE DETAILS**

<b>Residential</b>			
	Number of Lots	Number of Units	Acres/Square Feet
Single Family			
Duplexes			
Multi-Family			
<b>Commercial/Industrial</b>			
	Number of Lots	Building Sq. Footage	Acres/Square Feet
Retail			
Office			
Industrial			
<b>Plat Dedications</b>			
	Number of Tracts	Acres/Square Feet	
Private Open Space			
Public Parks			
Stormwater Detention			
Public Right-of-Way			
<b>Other (Specify)</b>			
	Number of Lots	Building Sq. Footage	Acres/Square Feet

**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: \$ 300.00 + \$10.00 per lot                                          |
| <input type="checkbox"/> 10 full size copies of plat            | <input type="checkbox"/> Attached legal description and legal description in Word Document format on a disk |
| <input type="checkbox"/> Digital copy of plat & 11x17 pdfs      | <input type="checkbox"/> Ownership affidavit or owner(s) consent form                                       |
| <input type="checkbox"/> 3 copies of required improvement plans |                                                                                                             |

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 a minimum of thirty (30) days.
- The applicant has discussed this application with a staff member in the Community Development Department.

**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 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: \_\_\_\_\_

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**

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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

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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\_\_

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Signature of Owner

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Printed Name

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

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Notary Public

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My Commission Expires