



PLANNING & COMMUNITY DEVELOPMENT

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CITY HALL ANNEX  
520 MAIN STREET  
BELTON, MISSOURI 64012

WEBSITE \* [www.belton.org](http://www.belton.org)

## APPLICATION FOR FINAL PLAT RESIDENTIAL

**FILING FEE: \$200.00 for the first 20 lots; \$10.00 for each additional lot over 20**

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

DATE FILED: \_\_\_\_\_

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

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

Name of Property Owner(s): \_\_\_\_\_

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

Name of Agent: \_\_\_\_\_

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

How will installation of Improvements be guaranteed? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Authorized Agent Signature

**STAFF ONLY**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Fee Submitted: \_\_\_\_\_



**PLANNING AND ZONING  
FINAL PLAT CHECKLIST  
UNIFIED DEVELOPMENT CODE – CHAPTER 36**

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**Complete this checklist (place a checkmark in the applicable boxes) to assure all items have been acknowledged and submitted as part of the Final Plat Application.**

- Pre-application: Prior to the filing of a plat, the sub divider shall contact the community development director, the city engineer and any other appropriate city official to determine:
  - Procedure for filing Plats. (Permit Tech/City Planner)
  - Availability of public sewer and water systems. (Public works/Engineering)
  - Requirements for private sewer and water systems. (Public works/Engineering)
  - Comprehensive Plan requirements for major street, land use, parks, schools, and public open spaces. (Director/City Planner)
  - Zoning requirements for the property in question and adjacent properties. (Zoning Administrator)
  - Special setback requirements for arterial, collector and local streets. (Public Works/Engineering/City Planner)
  - Specifications for road and other required construction improvements. (Public Works/Engineering)
  
- *Submission:*
  - Final plat review. A filing fee of \$200.00 for the first 20 lots plus \$10.00 per lot thereafter for residential development and \$300.000 for the first 40 acres plus \$10.00 per acre thereafter for commercial development.
  - After approval of the preliminary plat, the subdivider may submit a final plat.
  - Two originals (one on Mylar and one linen), three reproducible copies and 16 copies shall be submitted to the community development director at least seven days prior to the planning commission public meeting.

- The names and signatures of the owner or owners of the property duly acknowledged and notarized shall appear on the original copies submitted.
- The final plat, prepare for recording purposes by a professional land surveyor, shall be drawn at a scale of at least one inch equals 100 feet, however, the community development director may approve a scale of one inch equals 200 feet if the property is excessively large. The size of the sheet on which such final plat is prepared shall be 36 inches by 24 inches. Where the proposed plat is of unusual size, the final plat shall be submitted on two or more sheets of the same dimensions. If two or more sheets are required, an index map of the same dimensions shall be filed showing the entire development at a smaller scale.
- *Information. Final plats shall contain:*
  - Name of subdivision (not to duplicate or too closely resemble the name of any existing subdivision).
  - Location of section, township, range, county and state, including the descriptive boundaries of the subdivision based on an accurate traverse, giving angular and linear dimensions which must be mathematically correct. The allowable error of closing on any portion of the plat shall be one foot in 5,000.
  - The location of existing monuments or bench marks shall be shown and described on the final plat. Location of such monument shall be shown in reference to existing official monuments or the nearest established street lines, including the true angles and distances to such reference points or monuments.
  - 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 on all curves, and other information necessary to reproduce the plat on the ground. Dimensions shall be shown from all curbs to lot lines.
  - Lot numbers and block numbers or letters clearly shown in the center of the block.
  - The exact locations, widths and names of all streets and alleys and locations, widths and purposes of all easements to be dedicated.
  - Boundary lines and description of the boundary lines of any area other than streets and alleys which are to be dedicated or reserved for public use.
  - Building setback lines along the front and side lot lines where abutting streets with dimensions.

- On subdivisions with more than five acres (217,800 square feet) or 50 lots, the boundaries and flood elevations of the 100-year flood plains along all drainage ways designated on the official flood insurance study (FIS) for the county.
  - Name, signature and seal of the licensed engineer preparing the plat and the registered land surveyor conducting the survey.
  - Scale of the plat (scale to be shown graphically and in feet per plat scale inch), date of preparation and north point.
  - Statement dedicating all easements, streets, alleys, and all other public areas not previously dedicated.
  - Proof that all property taxes on said land are paid or that assurances of payment are guaranteed with the filing of the final plat.
- The following certificates, which may be combined where appropriate:
    - A certificate signed and acknowledged by all parties having any record, title, or interest in the land subdivided, and consented to the preparation and recording of said subdivision map.
    - A certificate signed and acknowledged as above, dedicating or reserving all parcels of land shown on the final plat and intended for any public or private use including easements, and those parcels which are intended for the exclusive use of the lot owners of the subdivision, their licensees, visitors, tenants, and servants.
    - c. A certificate signed by the registered land surveyor responsible for the survey and final map, to read as follows:
 

I HEREBY CERTIFY; that the within plat of (name) \_\_\_\_\_ subdivision is based on an actual survey meets or exceeds the current Minimum Standards for Property Boundary Surveys as adopted by the Missouri Board of Architects, Professional Engineers and Land Surveyors of the State of Missouri. I further certify that the bearings shown on this plat are based on (describe bearing reference system along with the method of obtaining the bearing reference) \_\_\_\_\_ that the section and sectional subdivision corner monuments and survey boundary corner monuments were either found or set as indicated on this plat; that the lot corners and street centerlines have been marked with permanent monumentation as indicated on this plat; that I have complied with all State and Belton statutes, ordinances and regulations governing

the practice of surveying and the platting of subdivision to the best of my professional knowledge and belief.

_____ / _____ / _____	Signed _____
Date	(Type in name and PLS No. here)

- d. The acknowledgment of a notary in the following form:  
 State of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ , County of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ , SS.

Be it remembered that on this \_\_\_\_\_ day of \_\_\_\_\_ , 20 \_\_\_\_\_ , before me, a notary public in and for said County and State, came \_\_\_\_\_ to me personally known to be the same person who executed the foregoing instrument of writing and duly acknowledged the execution of same. In testimony whereof, I have hereunto set my hand and affixed my notary seal the day and year above written.

(SEAL)	_____
	Notary Public

My Commission Expires: \_\_\_\_\_

- e. The certificate of the planning commission in the following form:  
 This plat of \_\_\_\_\_ has been submitted to and approved by the Belton Planning Commission this \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ , 19 \_\_\_\_\_ .

\_\_\_\_\_  
 Chairman

\_\_\_\_\_  
 Secretary

- f. The acceptance of easements and rights-of-way by the city council in the following form:  
 These easements and rights-of-way accepted by the city council of Belton, Missouri, this \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ , 19 \_\_\_\_\_ .

_____
Mayor

ATTEST:

_____	
City Clerk	

- A blank space for noting entry on the transfer record in the following form:  
Entered on transfer record this \_\_\_\_\_ day of \_\_\_\_\_ /  
\_\_\_\_\_ / \_\_\_\_\_, 19 \_\_\_\_\_.

_____	
County Recorder	

- A note shall be placed on the face of all final plats which states that areas designated as drainage easements shall be maintained by the property owner. In addition, a note shall be placed on the deed of each of the lots possessing a drainage easement that covers an area greater than 1,500 square feet of the lot, which states that the property owner shall be responsible for vegetation control of this drainage easement.
- **Property owner's association.**
  - *Establishment.* If a property owners association is to be responsible for the maintenance and control of roads, open space, recreational facilities or other common areas and facilities within a subdivision, that association must have legal authority to maintain and exercise control over the common areas and facilities, including the power to compel contributions from residents or property owners to cover their proportionate share of the costs associated with the maintenance of the common areas and facilities.
- *Documentation.*
  - (a). Documents providing for the establishment of a property owners association must be submitted to the community development director before approval of a final plat.
  - (b). The city's review is limited to ensuring that the property owners association has clear legal authority to maintain and exercise control over the common areas and facilities, including the power to compel contributions from residents and property owners to cover their proportionate share of the costs associated with the maintenance of the common areas and facilities.
- *Responsibilities.* Property owners associations must be established and approved as a condition of plat or development approval. They are responsible for the cost and maintenance of all common open space, private streets, landscape areas (including

those within cul-de-sac islands, and around identification signs), trails, subdivision identification signs, utilities and other facilities that are not dedicated to the public.

- *Final plat action.* Within 60 days after the submission of a final plat and all required information, the planning commission shall recommend approval, conditional approval, or denial of the final plat; otherwise the plat is deemed approved by the planning commission except that the planning commission with the consent of the applicant may extend the 60-day period. Action by the planning commission shall be conveyed to the subdivider in writing within ten days after the meeting at which time the plat was considered. In case the plat is conditionally approved or rejected by the planning commission, the subdivider shall be notified of the reason for such action and what requirements shall be necessary to meet the approval of the planning commission.
- Recording of the final plat:
  - (a). No plat may be recorded or filed with the county recorder of deeds until such plat has been approved by the city council; all dedications of rights-of-way, easements and other property have been accepted by the city council; and the design and financing of all improvements has been agreed to by both the subdivider and the city council. The financial responsibility for the cost of recording the plat with the recorder of deeds will be borne solely by the subdivider.
  - (b). Within 15 days of recordation of the final plat, the subdivider must submit a minimum of four copies of the final plat, of which two will be paper prints and two will be opaque linen or Mylar prints, to the community development director, along with a recorded copy of the development agreement, declaration of covenants and restrictions and articles of incorporation establishing a property owners association if required by this Code. No building permit shall be issued until the final plat is approved by the city council.
  - (c). The approved plat shall be recorded at the county recorder of deeds' office at the subdivider's expense.
- Effect of failure to timely record plat:
  - If the final plat is not recorded within one year of the date of the governing body's approval of the final plat, the approval shall become null and void and a new final plat must be submitted to the planning commission and the governing body for their consideration. No building shall be occupied until the final plat has been recorded with the county recorder's office.