



ADMINISTRATIVE SUBDIVISION APPLICATION | COMMERCIAL

City of St. Joseph, Missouri | Planning & Zoning

1100 Frederick Avenue, Room 107

Planning & Zoning Division | (816) 271-4648 | planning@stjosephmo.gov

All submittals for subdivisions must comply with Sec. 26-43, 26-44 & 26-46 of the City's Code of Ordinances, located online at stjosephmo.gov **The following must be included with every application:**

1. Completed Application (**PLEASE DO NOT SUBMIT PAPER PLAT DOCUMENTS UNTIL RECORDING**)
2. **\$500.00 PLUS \$25.00 per lot** application fee (separate filing fee is required at time of recording)
3. **Completion of all additional materials and steps (see back)**

THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF SAID ADMINISTRATIVE SUBDIVISION BY THE CITY OF ST. JOSEPH IN BELIEF THAT THE PLAN CONFORMS TO CHAPTERS 26 AND 31 OF THE CODE OF ORDINANCES. With the signing and submittal of this application, the property owner authorizes the City of St. Joseph to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the City Council, City boards and commissions, and City departments.

Applicant Information

Primary Contact Yes No

Name _____ | Property Owner Yes No

Street _____

City, State, Zip _____ | _____ | _____

Phone (_____) _____ | Email _____

Signature _____ Date _____

Surveyor Information

Name _____ | Primary Contact Yes No

Business Name _____

Street _____

City, State, Zip _____ | _____ | _____

Phone (_____) _____ | Email _____

Signature _____ Date _____

Project Address

Street _____

City, State, Zip _____ | _____ | _____

Located in the _____ 1/4, Section _____, T _____ N, R _____ W

Number of Lots Proposed _____ Total Acreage _____ Owner _____

Name of Proposed Subdivision _____

Section to be completed by City

Received By _____ Date _____ Accela ID _____

ALL applications must include the following to be considered complete:

- Completed application (**PLEASE DO NOT SUBMIT PAPER PLAT DOCUMENTS UNTIL RECORDING**)
- Submitted application fee (**\$500.00 PLUS \$25.00 PER LOT**, payable to City of St. Joseph)
- Word Document containing full legal description
- PDF copy of proposed subdivision from licensed surveyor for initial review, with:
 - Date, scale, north arrow
 - Location of survey monuments “referenced in” on ground for reproduction
 - Location of section, township, range, county, and state, including precise legal description
 - Word Document sent to City Planner with full legal description
 - Abstract of title or other certificate establishing ownership interests and proof that proper parties have signed the plat for all land in the subdivision
 - Boundary lines and zoning of all adjoining lands for a distance of one hundred (100) feet and showing (with dotted lines) the right-of-way lines and adjacent street and alleys with their widths and names and existing topography lines
 - Easements for right-of-way’s provided for public use, services or utilities, with figures showing dimensions
 - All dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the subdivision, blocks, lots, streets, easements, building lines, and other areas to be dedicated for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot
 - Area in acres and square feet for each lot or parcel
 - Certification by a registered land surveyor, engineer, or architect that all details of the plat are correct
- Completed** applications will be reviewed by City Staff for any errors, missing items, conditions, etc. Once reviewed, Staff will provide one of the following determinations:
 - **Approval** – Plat may proceed to final plat stage and recording
 - **Approval with Conditions** – Plat must be corrected before recording pending the conditions set forth by staff are met
 - **Denial** – Plat does not move forward to final plat stage and recording
- When/If** approved, two (2) paper copies, one (1) mylar copy, and one (1) PDF copy of the final subdivision (with conditions met if applicable) will be provided for recording with Buchanan County and the City’s records (this will include an additional filing fee confirmed with the City Planner before copies are submitted). Please ensure that any non-City Staff signatures and notary requirements are met before submitting to City Staff for recording

**Recording Fees are made out to the Buchanan County Recorder’s Office*

Section to be completed by City

Staff Review

- Completed Application
- Application Fee

Fees

- Application (\$500.00)
- Plus (\$25/Lot)

Date Application Received

____ / ____ / ____

Zoning _____

Total (\$) _____

Date Fee Received

____ / ____ / ____