



MAJOR SUBDIVISION APPLICATION - FINAL

City of St. Joseph, Missouri | Planning & Zoning
1100 Frederick Avenue, Room 107
Planning & Zoning Division | (816) 271-4648 | planning@stjosephmo.gov

All submittals for variances must comply with Sec. 31-070 of the City’s Code of Ordinances, located online at stjosephmo.gov **The following must be included with every application:**

1. Completed Application (DO NOT SUBMIT PAPER AND MYLAR DOCUMENTS UNTIL RECORDING)
2. Application Fee (**\$1,050 PLUS \$25 per lot**) due at the time of submission. This fee is **nonrefundable**
3. **Materials required on checklist (see Page 3 of 3)**
4. Printed names and signatures must be legible and match the relevant section

THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF A FINAL PLAT BY THE PLANNING COMMISSION. 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.

A. PROPERTY OWNER INFO

1. a. **Printed Name:** _____
b. **Business Name:** _____
2. **Primary Contact:** Yes No *(only 1 primary contact is allowed. If Yes, we will contact you for payment, notifications, and/or questions. If No, someone MUST fill out Section C)*
3. **Mailing Address:** _____
4. a. **Phone** () _____ b. **Email*** _____
5. a. **Signature** _____ b. **Date** _____

B. SURVEYOR INFORMATION

1. a. **Printed Name:** _____
b. **Business Name:** _____
2. **Primary Contact:** Yes No *(only 1 primary contact is allowed. If Yes, we will contact you for payment, notifications, and/or questions. If No, someone MUST fill out Section C)*
3. **Mailing Address:** _____
4. a. **Phone** () _____ b. **Email*** _____
5. a. **Signature** _____ b. **Date** _____

C. PRIMARY CONTACT/AGENT *(Only fill out if the answer to A.2. or B.2. is NO, otherwise mark N/A)*

THIS IS WHO WE WILL CONTACT FOR PAYMENT, NOTIFICATIONS, AND/OR OR QUESTIONS.

A VALID MAILING ADDRESS AND VALID EMAIL ADDRESS ARE BOTH REQUIRED.

1. a. **Printed Name:** _____
b. **Business Name:** _____
2. **Mailing Address:** _____
3. a. **Phone** () _____ b. **Email*** _____
4. a. **Signature** _____ b. **Date** _____

* Please be aware that the City of St. Joseph will send all notices via email unless otherwise specified.



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D. ATTENDANCE AND FEE NOTICE

YOUR ATTENDANCE IS REQUIRED AT THE PLANNING COMMISSION AND CITY COUNCIL MEETINGS FOR THIS APPLICATION. FAILURE TO ATTEND THESE MEETINGS MAY RESULT IN UNNECESSARY DELAYS TO YOUR APPLICATION.

Planning Commission meeting date, time, and location can be found online at stjosephmo.gov, or by contacting the **Planning & Zoning Department** at **(816)-271-4827**.

City Council meeting dates, times, and locations can be found online at stjosephmo.gov, or by contacting the **City Clerk’s Office** at **(816)-271-4730**.

By signing, I affirm I have included the required information with this application. I affirm have read the notice above, and understand my attendance is required at public hearings. I understand that by submitting this application, I am including a **NONREFUNDABLE** application fee. If I choose to rescind this application at any time after it is processed by the City, my application fee will not be refunded, pursuant to Sec. 31-075.

Primary Contact Signature: | _____ | **Date:** | _____ |

All Major Subdivision - FINAL applications must include the following to be considered complete:

- Completed final application & Word Document containing full legal description
- Submitted application fee (**\$1,050.00 PLUS \$25.00 PER LOT**, payable to City of St. Joseph) **No fee if paid with preliminary application**
- PDF copy of proposed subdivision from licensed surveyor for initial review, with:
 - Name of Subdivision
 - Word document with legal description of subdivision. This document must include the addresses and/or parcel numbers for all properties involved.
 - Date, scale, and north arrow
 - Total acreage of proposed subdivision
 - Location of survey monuments "referenced in" on the ground so they can be reproduced in the field
 - State plane coordinates tied to City's geographic information system (GIS)
 - Location by section, township, range, county, and state, including descriptive boundaries of subdivision
 - Abstract of title or other certificate establishing ownership interests and proof that proper parties have signed the plat for all land in the subdivision
 - Lines, profiled, typical sections and grades of all proposed streets and their widths and names
 - Accurate delineation of any property offered for dedication to the City or other public entity for public use
 - Boundary lines of all adjoining lands for a distance of one hundred (100) feet and showing (with dotted/dashed lines) the right-of-way (ROW) provided for public use, services or utilities, with figures showing their dimensions
 - All dimensions and bearings, both linear and angular, radii and arcs, necessary for location the boundaries of the subdivision, blocks, lots, streets, easements, building lines, and other areas to be dedicated for private or public use. The linear dimensions are to be expressed in feet and decimals of a foot

Also required:

- Improvement installation agreement
- Location of fire hydrant(s) (shown on separate document)
- Completed final construction plans conforming with requirements of these regulations, for all roadway, grading, sanitary sewage system, storm drainage facilities, water and gas distribution system, and other site improvements. Two (2) sets of construction plans shall be submitted with the final plat
- Copy of all deed restrictions and/or protective covenants and, if applicable, articles of incorporation and bylaws of a homeowner's association for proposed subdivision
- Certification by a registered land surveyor, engineer, or architect that all details of plat are correct

Completed applications will be placed on the next available City Council agenda and will be reviewed by City Staff for any errors, missing items, conditions, etc. Once placed on a Council agenda, the plat will move through two readings before it is ready to be recorded (if approved). City Code allows 90 days from final approval to recording.

Approval – Plat may proceed to City Council (Contact City Staff for **Final Plat** process)

Approval with Conditions – Plat may proceed to City Council and recording pending the conditions set forth by staff are met (Contact City Staff for **Final Plat** process)

Denial – Plat does not move forward

When/if final plat is approved by City Council, 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 to be recorded 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 signatures and notary requirements are met before submitting to City Staff for recording.

**Recording Fees are made out to the Buchanan County Recorder of Deed's Office*

Section to be completed by the City

Application ID: | _____ |

Date Fee Received: | _____ | Date Application Received: | _____ |

Application Fee: \$1,050.00

Per Lot Fee: \$25.00 × | _____ Lots |

Total Fee: | _____ |