Application for Major Subdivision Final Plat

Date Stamp

City Planning & Development Department
City Hall, 414 E. 12th Street, 15th floor; Kansas City, MO 64106-2795
Phone (816) 513-2846 | Facsimile (816) 513-2838 | www.kcmo.org/planning

For Office Use Only: Case Number: _____ CPC Date_____

KIVA Number: _____ Receipt Number: _____ Filing Fee $ _____

1. Final Plat Name _____

2. Applicant/Owner/Surveyor Contact Information

Applicant _____ Company _____

Address _____City & State _____Zip _____

Telephone (_____)_____Fax (_____)_____Email _____

Property Owner(s) (if different from applicant) _____

Address _____City & State _____Zip _____

Telephone (_____)_____Fax (_____)_____Email _____

Firm Preparing Plat/Agent _____ Contact_____

Address _____City & State _____Zip _____

Telephone (_____)_____Fax (_____)_____Email _____

All correspondence should be sent to (check one): ☐***Applicant*** ☐***Property Owner*** ☐***Firm/Agent***

3. Project Information

General project location or address _____ APN_____

Case No. of applicable Approved Preliminary Development Plan *or* Preliminary Plat_____

Controlling Ordinance No. of Approved Development Plan *or* Preliminary Plat _____

4. Final Plat Contents

(Complete the table as applicable; gray boxes do not apply. If residential, state unit type.)

Land Use	***Units***	***Lots***	***Acres***	***Plat Dedications***	***Tracts***	***Acres***
Residential				**Private Open Space**		
Retail/Office				**Parkland (88-405-17-E)**		
Industrial				**Stormwater Detention**		
Other (state use)				**Public Right of Way**		
Subtotal				***Subtotal***		
Total Acreage of Plat						

5. Filing Fee. Checks should be made payable to the City Treasurer, with fee as follows:

- For residential plats, a base charge of **$375.00 plus $4.00 per unit, not to exceed $1,750.**
- For non-residential plats, a base charge of **$375.00 plus $30.00 per acre or fraction thereof, not to exceed $1,750.**

6. Required Submittals

☐ Original completed application form, plus two copies.
☐ An approved street tree planting plan
☐ Eighteen (18) copies of the final plat are required with submittal of this application. Plats submitted with this application must be collated, stapled and folded so as to fit within an 8 1/2" X 14" case file.
☐ An 8 1/2" X 11" copy and a PDF of the plat
☐ Required fee $ _____ See above for information on calculating the amount.

7. Required Supplementary Documents Please include the following in a separate envelope: (write "P" for provided or "NA" for not applicable for this plat next to all check boxes)

_____ ☐ A copy of the completed application form.
_____ ☐ Ownership certificate from a title company which shows the following: (If checked the certifier has verified the content satisfies these requirements)

- The legal description of the property to be subdivided.
- The fee simple ownership of all property within the described property.
- Any deeds of trust, liens, attachments or encumbrances upon property to be subdivided.
- Statement of taxes and assessments due, paid, and payable upon the property described.
- Existing easements or right-of-way of record.

Must be current within 90 days of the submission to the City Council. Typically this requires the ownership certificate to be current within 7-14 days of the application cut-off date. Refer to the City Plan Commission Submittal Schedule at http://www.kcmo.org/planning.nsf/devmgt/dvmcpcsc?opendocument

_____ ☐ Two (2) copies of the plat that are collated, stapled and folded so as to fit within an 8 1/2" X 14" case file.
_____ ☐ Park Board resolution number if parkland is being dedicated on the plat. PBR#_____
_____ ☐ A **digital file** of the plat in DWG format on a CD-Rom.
_____ ☐ An electronic copy of the final plat in pdf format on a CD-Rom.
_____ ☐ One copy of all draft agreements, if agreements other than the City's standard agreements are used. Standard agreements can be found at http://www.kcmo.org/pubworks.nsf/web/pwestandards?opendocument.
Name of Agreement(s) (list all) _____
_____
_____ ☐ One draft copy of additional items required per the controlling ordinance.
_____ ☐ One copy of the Final Stream Buffer Plan prepared in accordance with Chapter 65 of the City's Code of Ordinances.

8. Public Improvement Options. Check the boxes that apply, if such conditions were required by preliminary plan or plat.

☐ **Option #1 – Construct Public Improvements** (Per ordinance condition or approved geometrics)
The developer or his contractor shall proceed to obtain construction permits by posting performance and maintenance bonds for all required public improvements in accordance with the plans and specifications approved by Development Services.

☐ **Option #2 – Performance Bond** (considered a secured deferral – two years)
The Developer provides a Bond prior to recording of Plat, issuance of building permit, or approval of Final Plan, as determined by the Development Review Committee.

☐ **Option #3 – Unsecured Deferral Agreement** (to future date or phase)
The Developer executes standard agreement provided by City prior to recording of Plat, issuance of building permit, or approval of Final Plan, as determined by the Development Review Committee.

☐ **Option #4 – Secured Deferral Agreement** – Escrow or Letter of Credit (LOC)

The Developer executes standard agreement provided by City prior to recording of Plat, issuance of building permit, as determined by the Development Review Committee.

☐ **Option #5 – Cooperative Agreement**

The Developer executes standard agreement provided by City prior to recording of Plat, issuance of building permit, , as determined by the Development Review Committee.

9. Contents of Final Plat. The surveyor certifies that the attached final plat drawing includes all of the items listed in Attachment A

10. Surveyor's Declaration.

I hereby certify that I am the owner's registered surveyor in charge and that I have reviewed and/or completed this application to identify the requirements for this final plat. I also certify that this survey meets or exceeds the current Minimum Standard for Property Boundary Surveys as established by the Missouri Board for Architects, Professional Engineers and Land Surveyors and the Missouri Department of Natural Resources, and that the submitted final plat, along with supplementary documents, contains all of the information for a final plat application and approval by the City Council as required by Chapter 88 of the General Code of Ordinances of Kansas City, Missouri, also known as the Z. I understand that this application will not be reviewed if the information required in Items 1 through 9 above has not been provided at the time of application. I understand that submittal of incomplete or erroneous information will result in delays in the plat approval process.

Surveyor's Signature _____ **Printed Name** _____

Survey Firm _____ **State Registration Number** _____ **Date** _____

Agent's Signature _____ **Printed Name** _____

For Office Use Only:

YOUR APPLICATION HAS BEEN REVIEWED FOR COMPLETENESS AND DEEMED **"COMPLETE"**

BY _____(QCR reviewer)

ON _____(date).

THE APPLICANT WAS NOTIFIED VIA _____(fax, telephone, email, mail)

AT_____(number or address)

ON _____(date).

For Office Use Only:

YOUR APPLICATION HAS BEEN REVIEWED FOR COMPLETENESS AND DEEMED **"INCOMPLETE"**.

THE INCOMPLETE OR OMITTED ITEMS HAVE BEEN CIRCLED ON THE APPLICATION FORM

BY _____(QCR reviewer)

ON _____(date).

THE APPLICANT WAS NOTIFIED VIA _____(fax, telephone, email, mail)

AT_____(number or address)

ON _____(date).

Attachment A
Final Plat Requirements

☐ **Legal Description** (inc. acreage, bearings & measurements) *	☐ **Signature Blocks** (Owner(s); CPC; Public Works; Mayor, etc.) *
☐ **Surveyors Certification** *	☐ **Notary Block and Language** *
☐ **North Arrow, Legend, Graphic, Scale, Location Map**	☐ **Street Rights of Way** (Existing *and* Proposed) *
☐ **Lot and Tract Dimensions and Bearings** *	☐ **Control Point, Traverse Table, Conversion Factor** *
☐ **Coordinates on Corners** *	☐ **Monumentation** *
☐ **Street Grades** (draft) *	☐ **15-Foot Radius (Minimum) at Intersections** *
☐ **Plat Name** *	☐ **Easements** (Existing *and* Proposed, including easement type)
☐ **Abutting Plats** *	☐ **Open Space Dedication *or* Money in lieu of Parkland** (if applicable) *
☐ **Temporary Cul-de-Sacs (**if applicable)	☐ **Tracts** (labeled and uses described on plat) *
☐ **Vacations** (Ord. number, date, and note if easements were retained or released) *	☐ **Dedications, Easement Language, and Statements**
☐ **Building Lines** (if applicable)	☐ **Floodplain** (if applicable)
☐ **Minimum Low Opening** (if applicable)	☐ **Stream Buffer Zones** (shown and labeled on the plat if applicable)
☐ **Other** (description and location on plat)	
* Indicates item will be verified as included at the time of application. Remaining items will be verified during review process.	

Form Revised December 16, 2010