FINAL PLAT

GUIDE TO SUBDIVIDING PROPERTY

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 City Council, 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 Raymore 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 Raymore 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

After a preliminary plat has been approved, the applicant has one year to file an application for a final plat. If a phasing plan was submitted with the preliminary plat, one final plat application must be submitted every two years. If these deadlines are not met, preliminary plat approval becomes null and void. The applicant may request an extension of preliminary plat approval from the City Council.

A complete final plat application must be submitted to the Development Services Department before the filing deadline. When an application is accepted, staff reviews it for completeness and compliance with applicable plans and ordinances. Staff will contact the applicant if additions or revisions to the application are necessary. Staff prepares a report containing its findings and a recommendation of approval or denial of the final plat. A development agreement, stating all required improvements and development fees will be sent to the applicant for review and consent. The application, staff report, and development agreement are submitted to the Planning and Zoning Commission for review and then to the City Council for final approval.

Decision

Final plat applications must be reviewed by the City's Planning and Zoning Commission. The Planning and Zoning Commission is made up of nine members who are citizens and residents of the City of Raymore. The Commission meets on the first and third Tuesday of every month. Final plats found by staff to be substantially the same as the preliminary plat are often placed on consent agenda. No public hearing is required for the review of a final plat.

The Commission retains the ability to ask the applicant and staff to present a report on the proposed final plat if they feel more information is needed to make the "findings of fact" necessary to determine whether the application meets the criteria for approval. Based on those determinations, the Commission provides a recommendation of approval or disapproval to the City Council. The Commission may recommend approval an application subject to conditions reasonably necessary for conformance with the required conclusions.

City Council meetings are held on the second and fourth Mondays of every month. No public hearing is required. The City Council considers staff and Planning and Zoning Commission recommendations when making their decision to approve or deny the final plat. A bill, requiring two readings by the City Council, must be passed for the final plat to be approved.

Next Steps

After a final plat has received approval from the City Council, it must be recorded with Cass County within one year of receiving final approval. Failure to record the plat within that time will render the plat null and void.

Within fifteen days of recording the final plat, three copies of the final plat (two paper and one mylar) must be submitted to the city. No building permits will be issued for the property until the required copies of the recorded final plat are submitted.

Building permits or certificates of occupancy will not be issued until all conditions of final plat approval are met and a recorded copy of the plat is available for examination by the Building Official. In addition, no building permits for residential dwelling units will be issued until all public improvements are installed and accepted by the City of Raymore. Certificates of Occupancy for commercial or industrial buildings will not be issued until all public improvements are installed and accepted by the City.

Timeline

▶ **30-60 Days Before P&Z Commission Meeting**

Filing deadline:
- Submit a completed application (see application checklist)
- Pay application fee

Staff Review

▶ **10 Working Days Before P&Z Commission**

Final revisions submission deadline

▶ **First & Third Tuesday of the Month**

Planning & Zoning Commission Meeting

▶ **Second & Fourth Monday of the Month**

-City Council First Reading
-City Council Second Reading

▶ **Within One Year of Final Plat Approval**

Record plat with the county

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APPLICATION CHECKLIST

For applications filed under Unified Development Code Section 470.130

In order to request a hearing before the Planning and Zoning Commission, a completed application must be received by the Development Services Department before the filing deadline. The filing deadline is 60 days before the next Planning Commission meeting for residential final plat applications and 30 days before the next meeting for commercial plats. Please contact the Development Services Department for exact filing deadlines.

A completed application includes the following:

- ☐ **A completed application form.** The application forms are available in the Development Services Office located in Raymore City Hall or on the Internet at www.raymore.com.
- ☐ **Five (5) 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** in AutoCAD.dwg files and a **portable document format (.pdf)** of each sheet of the plat submittal.
- ☐ **Attached legal description** and legal description in Google Docs or 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 twenty dollars ($320.00)**, payable to the City of Raymore.

Prior to consideration by City Council, 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:

- ☐ **A one percent (1%) Plan Review Fee and a five percent (5%) Construction Inspection Fee.** Fees are based on the contract development costs of all public improvements shown on the approved engineering plans.
- ☐ **Emergency warning siren fee.** The developer must deposit nine dollars ($9) per acre of developed land 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 Raymore, Missouri.
- ☐ **Park Land Dedication.** For residential subdivisions, the Raymore Parks and Recreation Board will determine if park land dedication, a fee in lieu of park land dedication, or a combination of both will be required from the developer. The method selected to satisfy the dedication requirement will be reviewed by the Planning and Zoning Commission is accordance with the Unified Development Code and Growth Management Plan. Commercial and industrial subdivisions are subject to a parks fee of approximately seven hundred and fifty dollars ($750) an acre.
- ☐ **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.

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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:	
	Scale. 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.
	Sheets. 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.
	Subdivision name. The name of the subdivision, not to duplicate or closely approximate the name of any existing subdivision.
	Location. 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.
	Boundary. 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.
	Coordinates. Based on the Missouri Coordinate System 1983.
	Features. 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.
	Lot Numbers. Lots must be clearly numbered. If blocks are to be numbered or lettered, these should be shown clearly in the center of the block.
	Streets. 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.
	Easements. 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.
	Areas for public use. Boundary lines and description of boundary lines of any areas to be dedicated or reserved for public use, other than streets and alleys.
	Setback lines. Building setback lines on front and side streets with dimensions.

	Monuments. The location of all monuments required to be installed by the provisions of these Zoning Regulations.
	The names of adjoining subdivisions.
	Developer, surveyor, engineer. The names and addresses of the developer, surveyor and/or professional engineer making the plat.
	The regulatory flood elevation.
	Dedications. Statement dedicating all easements, streets, alleys, and all other public areas not previously dedicated.
	Certificates. 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 consenting 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.
	The acknowledgment of a notary in the following form: State of)) SS County of) 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 may hand and affixed my notarial seal the day and year above written. (SEAL) _____ Notary Public My Commission Expires: _____
	The certificate of the Planning and Zoning Commission in the following form: This plat of _____ addition has been submitted to and approved by the Raymore Planning and Zoning Commission this _____ day of _____, 20__. _____ Secretary
	The approval of the plat and acceptance of easements and rights-of-way by the City Council in the following form: This plat of _____ addition, including easements and rights-of-way accepted by the City Council, has been submitted to and approved by the Raymore City Council by Ordinance No. _____, duly passed and approved by the Mayor of Raymore, Missouri, on the _____ day of _____, 20__. (SEAL) _____ Mayor ATTEST: _____ _____ City Clerk City Engineer

	Location and type of private amenities to be provided by the developer.
	Utility Plan. A utility plan showing the location, height, area, and footprint of all above-ground accessory utility facilities with a height of five and one half (5.5) feet or greater covering an area twenty-five (25) square feet or greater shall be submitted with the final plat.
	Plat Note. A residential Final Plat shall include a note on the plat that includes the following language: The owner of any undeveloped lot within the subdivision or subdivision phase shall be required to construct a sidewalk on that lot when: (a) 66% or more of the lots on the same side of the street in the same block already have a sidewalk; and (b) it has been 3 years from the date the first Certificate of Occupancy was issued in the subdivision or subdivision phase that contains the undeveloped lot.
The following additional data must be submitted with the final plat:	
	Title report. 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.
	Taxes. 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.
	Deed restrictions. A copy of any deed restrictions applicable to the subdivision.
	Final construction and grading plans.