REPLAT

GUIDE TO SUBDIVIDING PROPERTY

Background

A replat is a legal survey document that is recorded with the Cass County Recorder when changes need to be made to a portion or all of a recorded plat. A replat typically allows for an adjustment of lot lines or the addition of land to a lot. The replat process eliminates the requirement for preliminary or final plat approval from the Planning and Zoning Commission or City Council. A replat can be approved by the Development Services Director provided the survey document complies with all of the requirements of the Unified Development Code (UDC).

Definition

A replat is a modification to a recorded subdivision plat meeting the following requirements:

1. All lots included in the replat must have frontage on a public or private street established as part of a recorded subdivision.
2. The replat is in compliance with all of the requirements of the UDC.
3. No new or additional lots are created by the replat.

If a replat does not comply with all of the above requirements than a minor plat application, or final plat application if necessary, must be filed.

Process

The Development Services Director will make the determination whether a property is eligible to be subdivided under the replat process. Applicants should contact the Development Services Department prior to filing an application for a replat. Applications for a replat can be submitted at any time to the Development Services Department. There is no filing deadline or meeting scheduled for a replat.

When an application is filed the Development Services Director will review the replat document for completeness and compliance with the requirements of the UDC. Staff will contact the applicant if additions or revisions to the replat document are necessary. If all of the requirements of the UDC are met the Development Services Director will approve and sign the replat document.

Next Steps

After a replat is approved it must be recorded with the Cass County Recorder. Failure to record the replat will render the replat null and void.

After the replat is recorded one copy must be submitted to the city. No building permits will be issued for the property until the required copy is submitted.

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APPLICATION CHECKLIST

A complete application includes the following:

- ☐ **A completed application form.** The application forms are available in the Development Services Office located in Raymore City Hall or at www.raymore.com.

- ☐ **One (1) full size copy of the Replat.** A replat must contain all of the required information identified on the attached plat contents checklist

- ☐ **There is no filing fee for a Replat.**

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PLAT CONTENTS CHECKLIST

The replat must be a complete and exact subdivision plat, prepared for official recording as required by statute, to define property boundaries and proposed easements. The plat must be prepared by a registered land surveyor in the State of Missouri, and bear his/her official seal.

The Replat must show and contain the following information:	
	Scale. The replat 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 sheet on which a replat is 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.
	Subdivision name. The replat must reference the name of the original plat and reference the lots included in the replat.
	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 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 the existing recorded plat, 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.
	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 the UDC.
	Identification of adjoining lots or subdivisions.
	Developer, surveyor, engineer. The names and addresses of the developer, surveyor and/or professional engineer making the plat.
	The regulatory flood elevation and minimum low opening if floodplain exists on the lot.
	Easements. The replat must include easements contained on the original plat unless approval has been granted by the City to remove the easement.

	Certificates. The following certificates must be included on the replat:
	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 replat.
	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 Development Services Director in the following form: Approved by the City of Raymore, Missouri this _____ day of _____, 20__. _____ James A. Cadoret, Development Services Director