

MINOR PLAT

GUIDE TO SUBDIVIDING PROPERTY

Background

A minor plat is a simplified process for subdividing land into separate parcels for future sale or lease. The minor platting process eliminates the requirement for preliminary plat approval from the City Council. A minor plat must meet all requirements for a final plat except those relating to the prior approval of, or compliance with, an approved preliminary plat.

Definition

A minor plat is a subdivision of property meeting the following requirements:

1. The subdivision of the property must not create more than five lots, tracts, or parcels;
2. No public street or access easement is sought to be dedicated through (as opposed to adjacent to) the property ;
3. The proposed plat of subdivision is in compliance with all of the requirements of the Raymore Unified Development Code.

Process

The Development Services Director will make the determination whether a property is eligible to be subdivided under the minor plat process. Applicants should contact the Development Services Department prior to filing an application for a minor plat. Applications for minor plats 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 minor plat. The application and staff report are submitted to the Planning and Zoning Commission for review and then to the City Council for final approval.

Decision

Minor plat applications must be reviewed by the Raymore Planning and Zoning Commission and approved by the City Council. 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. The Commission often places minor plats on the consent agenda. No public hearing is required for a minor plat. The Commission will make “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 of 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 a minor plat. A bill, requiring two readings by the City Council, must be passed for the plat to be approved.

Next Steps

After a minor 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, one copy of the recorded final plat must be submitted to the city. No building permits will be issued for the property until the required copy of the recorded final plat are submitted.

Timeline

<p>▶ 60 Days Before P&Z Commission Meeting</p> <p>Filing deadline:</p> <ul style="list-style-type: none"> - Submit a completed application (see application checklist) - Pay application fee <p><i>Staff Review</i></p>
<p>▶ 10 Working Days Before P&Z Commission</p> <p>Final revisions submission deadline</p>
<p>▶ First & Third Tuesday of the Month</p> <p>Planning & Zoning Commission Meeting</p>
<p>▶ Second & Fourth Monday of the Month</p> <ul style="list-style-type: none"> -City Council First Reading -City Council Second Reading
<p>▶ Within One Year of Final Plat Approval</p> <p>Record plat with the county</p>

MINOR PLAT

APPLICATION CHECKLIST

For applications filed under Unified Development Code Section 470.100

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 for minor plat applications is typically 30 days before the next meeting. Please contact the Development Services Department for exact dates.

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.
- ❑ **Five (5) full size copies of the plat.** A minor plat must contain all of the information required for a final plat.
- ❑ **Digital copy of the plat** in AutoCAD.dwg files version 2000 or newer and a portable document format (.pdf) of each sheet of the plat submittal sized to 11"x17".
- ❑ **Attached legal description** and legal description in Word Document format (legal description must be full description with callouts).
- ❑ **Ownership affidavit, copy of deed, or other proof of ownership OR ownership consent form**
- ❑ **Application fee of three hundred twenty dollars (\$320.00)**, payable to the City of Raymore.

MINOR PLAT

PLAT CONTENTS CHECKLIST



The 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 plat must be prepared by a registered land surveyor in the State of Missouri, and bear his/her official seal.

The plat must show and contain the following information:	
	Scale. The minor 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 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 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 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.
	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.
	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.

The following additional data must be submitted with the plat:

	<p>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.</p>
	<p>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.</p>
	<p>Deed restrictions. A copy of any deed restrictions applicable to the subdivision.</p>



100 Municipal Circle
Raymore, MO 64083

Phone: 816-31-1803
Fax: 816-331-8067

MINOR PLAT APPLICATION

**FOR OFFICE
USE ONLY**

Case Number: _____ Staff Planner: _____ Filing Fee: _____
P&Z Date: _____ CC 1 Date: _____ CC 2 Date: _____

APPLICANT/OWNER INFORMATION

Applicant Name: _____

Company: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

Property Owner Name (if different than applicant): _____

Street Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

Firm Preparing the Plat: _____

Contact: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

*All correspondence on this application should be sent to (check one): Applicant Property Owner Firm

PROJECT INFORMATION

General Location or Address of Property: _____

Legal Description: **Please attach**

Property Area in Acres and/or Square Feet: _____

Number of Lots/Parcels/Tracts to be Created: _____

Current Zoning of the Property: _____

APPLICANT'S DECLARATION

My application consists of the following items and information necessary for a complete application:

<input type="checkbox"/> Completed application form	<input type="checkbox"/> Required fee: \$ 320.00
<input type="checkbox"/> 5 full size copies of plat	<input type="checkbox"/> Attached legal description in Word Document format on a disk
<input type="checkbox"/> Plat in AutoCAD.dwg 2000 or newer format & .pdf	<input type="checkbox"/> Ownership affidavit or owners consent form

The following declarations are hereby made:

- The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.
- The submitted plan, if any, contains all of the necessary information required by the Unified Development Code. I will provide any and all omitted information and understand omissions can delay the development process a minimum of thirty (30) days.
- The applicant has discussed this application with a staff planner in the Development Services Department.
Planner: _____ **Date:** _____
- The information presented and contained within this application is true and correct to the best of the undersigner(s) knowledge.

SIGNATURE OF OWNER(S) AND/OR APPLICANT(S)

Printed Name: _____

Signature: _____ Date: _____

Subscribed and sworn to me on this Stamp:
the _____ day of _____ 20__
in the County of _____,
State of _____.

Notary Public: _____ My Commission Expires: _____

Printed Name: _____

Signature: _____ Date: _____

Subscribed and sworn to me on this Stamp:
the _____ day of _____ 20__
in the County of _____,
State of _____.

Notary Public: _____ My Commission Expires: _____

OWNERSHIP AFFIDAVIT

STATE OF MISSOURI)
COUNTY OF CASS)

Comes now _____(owner)
who being duly sworn upon his/her oath, does state that he/she is the owner of the
property legally described in the proposed plat, titled

_____ and acknowledges the submission of the application for subdivision of said property
under the City of Raymore Unified Development Code.

Dated this _____ day of _____, 20__

Signature of Owner

Printed Name

Subscribed and sworn to before me this _____ day of _____, 20__

Notary Public

My Commission Expires