



**DEPARTMENT OF COMMUNITY DEVELOPMENT**

200 North Second Street  
Saint Charles, MO 63301  
636-949-3222  
FAX 636-949-3557

**BOUNDARY ADJUSTMENT PLAT APPLICATION  
(ADMINISTRATIVE APPROVAL)**

**NAME OF PLAT:**

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**LOCATION:**

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**NUMBER OF LOTS:** \_\_\_\_\_

**EXISTING ZONING:** \_\_\_\_\_

**PROPERTY OWNER OF RECORD:**

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(Name)

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(Address)

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(Phone / Fax)

**APPLICANT (REPRESENTATIVE):**

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(Name)

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(Address)

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(Phone / Fax)

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(Email Address **REQUIRED**)

**One (1) copy of the plat shall be submitted when filing for a Boundary Adjustment Plat. Digital submittal of application preferred via [Plat@stcharlescitemo.gov](mailto:Plat@stcharlescitemo.gov). Directions for digital submittal are attached.**

Adjustments to lot lines of platted lots or other lawful parcels for the purpose of adjusting the sizes of building sites can be approved administratively; however, it is not intended that extensive replatting be accomplished by this procedure. Boundary Adjustment Plats approved administratively by the Director of Community Development and City Engineer must meet the following criteria:

- No additional lot shall be created by any boundary adjustment.
- A boundary adjustment plat shall contain no more than two (2) commercial or industrially zoned lots or three (3) residentially zoned lots.
- Existing zoning shall not be affected by this procedure.

Procedure:

- A boundary adjustment shall be accomplished by a plat prepared by a state licensed surveyor or engineer depicting the boundaries of the original lots and of the adjusted lots.
- Boundary Adjustment plats must contain the endorsements of approval of the Director of Community Development and the City Engineer and shall be certified by the City Clerk with the official Seal of the City.
- Boundary Adjustment plats are submitted to the Department of Community Development for review by the following departments: Community Development, Fire and Public Works. Review comments will be sent to the applicant noting any required corrections. After addressing staff comments, plats are re-submitted to the City for final review and approval.
- After final approval of the plat has been determined, the mylar is submitted to the City Clerk's office with all non-City signatures. A copy of the most recent paid tax receipt must also be submitted to the City Clerk with the mylar. After the mylar has been signed by the City, the applicant will be required to record the plat at the St. Charles County Recorder of Deeds office and pay any required recording fees.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Fee: None**

## Directions for Digital Submittal

1. Complete the applicable form for the requested review (forms may be found at the following link - <https://www.stcharlescitymo.gov/518/Forms>)
2. Attach the application and required plans and send to the email address below. If the attachments exceed 10mb, please provide information on location for file share download for staff.
  - [Plat@stcharlescitymo.gov](mailto:Plat@stcharlescitymo.gov) Record Plat reviews for City Council.
3. Once the email is sent, the Department will respond with an automatic email letting you know we have received the application and staff will contact you with applicable information on future agenda placement or if additional items are required. If you do not receive an automated response to your submittal email, please contact the Community Development Department at (636) 949-3222.
4. Submit application fee (if applicable) via mail to:
  - Department of Community Development
  - 200 North 2<sup>nd</sup> Street, Suite 303
  - St. Charles, MO 63301
5. Once receive, staff will evaluate your request and provide comments (if any) via email with a deadline for re-submittal and provide directions for paper submittals for the Board/Commission packet.
6. After the submittal has been revised, email the applicable plan reviewer a digital copy and provide necessary paper copies as requested.