



DEPARTMENT OF COMMUNITY DEVELOPMENT

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

FINAL (RECORD) PLAT APPLICATION

NAME OF PLAT:

LOCATION:

NUMBER OF LOTS: _____

EXISTING ZONING: _____

PROPERTY OWNER OF RECORD:

(Name)

(Address)

(Phone / Fax)

APPLICANT (REPRESENTATIVE):

(Name)

(Address)

(Phone / Fax)

(Email **REQUIRED**)

One (1) copy of the plat shall be submitted when filing for a Final Plat. Digital submittal of application preferred via Plat@stcharlescitemo.gov. Directions for digital submittal are attached.

As required by Section 405.290 of the Subdivision Regulations, every Final Plat submitted to the City Council for their review and approval must contain the following information. If the information does not appear on the final plat or accompany the application, the proposal may not be scheduled for the Council meeting requested. Final Plats are approved by the City Council by ordinance, which requires two (2) City Council meetings. Upon approval of the Final Plat by the City Council, the mylar can be submitted to the City Clerk's office for approval and signatures. The mylar must be submitted with the paid property tax receipt and must contain all non-City signatures. After the mylar has been signed, the applicant will be required to record the plat at the St. Charles County Recorder of Deeds office and pay any required fees.

Contents:

- Name of the subdivision.
- Names of adjacent subdivisions and owners of adjoining parcels of unsubdivided land.
- Names and addresses of subdivider, owner and engineer.
- Location by section, town, range, township, County, State.
- Names of streets within the adjoining plat.
- All plat boundaries.
- Bearings and distances to the nearest established street lines, section corners or other recognized permanent monuments which shall be accurately described on the plat.
- Municipal, township, County or section lines accurately tied to the lines of the subdivision by distance and bearings.
- Accurate location of all monuments.
- Length of all arcs, radii, internal angles, points of curvature and tangent bearings.
- When lots are located on a curve or when side lines are at angles other than 90°, the width at the building line shall be shown.
- Vicinity sketch.
- Title, date of preparation, scale of map and north arrow.
- All easements for right-of-way provided for public services or utilities and any limitations of such easements.
- All lot numbers and lines with accurate dimensions in feet and hundredths and with bearings or angles to street and alley or crosswalk lines.
- Accurate outlines of any areas to be dedicated or temporarily reserved for public use with the purpose indicated thereon.
- Building setback lines with dimensions.

The following items shall be submitted at the same time that the final plat is filed:

- Certification that real estate taxes are paid shall be furnished in the form of copies of paid real estate tax bills on the land within the proposed subdivision.

- If a zoning change was involved, certification from the City Clerk shall be furnished indicating that the change requested has been approved and is in effect.
- Certification by an engineer or land surveyor registered in the State, to the effect that the plat represents a survey made by him/her and that all monuments shown thereon actually exist and that their location is correctly shown.
- An acknowledgment by the owner or owners of his/her or their adoption of the plat and of the dedication of streets and other public areas.
- Plan and profiles of streets, storm and sanitary sewers and appurtenances, sewage disposal facilities, topographical map, grading plan and corrections, culverts and all other construction drawings related to the improvements to be constructed in the subdivision.

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 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 2nd 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.