



# MAJOR SUBDIVISION APPLICATION | FINAL

City of St. Joseph, Missouri | Planning & Zoning

1100 Frederick Avenue, Room 107

Planning & Zoning Division | (816) 271-4648 | [planning@stjosephmo.gov](mailto:planning@stjosephmo.gov)

All submittals for major subdivisions must comply with Sec. 26-45 & 26-46 of the City's Code of Ordinances, located online at [stjosephmo.gov](http://stjosephmo.gov). **The following must be included with every submittal:**

1. Completed Application (Include with final plat documents)
2. **\$1,050.00 PLUS \$25.00 per lot** application fee (separate filing fee is required at time of recording).  
**No fee is due if preliminary subdivision fee has been paid**
3. **Completion of all additional materials and steps (see back)**

**THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF SAID MAJOR SUBDIVISION BY THE CITY OF ST. JOSEPH IN BELIEF THAT THE PLAN CONFORMS TO CHAPTERS 26 AND 31 OF THE CODE OF ORDINANCES.**

With the signing and submittal of this application, the property owner authorizes the City of St. Joseph to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the City Council, City boards and commissions, and City departments.

### Applicant Information

Primary Contact  Yes  No

Name \_\_\_\_\_ | Property Owner  Yes  No

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ | Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Surveyor Information

Name \_\_\_\_\_ | Primary Contact  Yes  No

Business Name \_\_\_\_\_

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ | Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Project Address

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Located in the \_\_\_\_\_ 1/4, Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ W

Number of Lots Proposed \_\_\_\_\_ Total Acreage \_\_\_\_\_ Owner \_\_\_\_\_

Name of Proposed Subdivision \_\_\_\_\_

### Section to be completed by City

Received By \_\_\_\_\_ Date \_\_\_\_\_ Accela ID \_\_\_\_\_

**ALL applications must include the following to be considered complete:**

- Completed final application & Word Document containing full legal description
- Submitted application fee (**\$1,050.00 PLUS \$25.00 PER LOT**, payable to City of St. Joseph) **IF APPLICABLE**
- PDF copy of proposed subdivision from licensed surveyor for initial review, with:
  - Name of Subdivision
  - Word document with legal description of subdivision
  - Date, scale, and north arrow
  - Total acreage of proposed subdivision
  - Location of survey monuments "referenced in" on the ground so they can be reproduced in the field  
State plane coordinates tied to City's geographic information system (GIS)
  - Location by section, township, range, county, and state, including descriptive boundaries of subdivision
  - Abstract of title or other certificate establishing ownership interests and proof that proper parties have signed the plat for all land in the subdivision
  - Lines, profiled, typical sections and grades of all proposed streets and their widths and names
  - Accurate delineation of any property offered for dedication to the City or other public entity for public use
  - Boundary lines of all adjoining lands for a distance of one hundred (100) feet and showing (with dotted/dashed lines) the right-of-way (ROW) provided for public use, services or utilities, with figures showing their dimensions
  - All dimensions and bearings, both linear and angular, radii and arcs, necessary for location the boundaries of the subdivision, blocks, lots, streets, easements, building lines, and other areas to be dedicated for private or public use. The linear dimensions are to be expressed in feet and decimals of a foot
- Also required:
  - Improvement installation agreement
  - Location of fire hydrant(s) (shown on separate document)
  - Completed final construction plans conforming with requirements of these regulations, for all roadway, grading, sanitary sewage system, storm drainage facilities, water and gas distribution system, and other site improvements. Two (2) sets of construction plans shall be submitted with the final plat
  - Copy of all deed restrictions and/or protective covenants and, if applicable, articles of incorporation and bylaws of a homeowner's association for proposed subdivision
  - Certification by a registered land surveyor, engineer, or architect that all details of plat are correct
- Completed** applications will be placed on the next available City Council agenda and will be reviewed by City Staff for any errors, missing items, conditions, etc. Once placed on a Council agenda, the plat will move through two readings before being considered ready for recording (if approved)
- When/if** final plat is approved by City Council, two (2) paper copies, one (1) mylar copy, and one (1) PDF copy of the final subdivision (with conditions met if applicable) will be provided for recording with Buchanan County and the City's records (this will include an additional filing fee confirmed with the City Planner before copies are submitted). Please ensure that any non-City Staff signatures and notary requirements are met before submitting to City Staff for recording

*\*Recording Fees are made out to the Buchanan County Recorder's Office*

**City Council meeting date, time, and location can be found online at [stjosephmo.gov](http://stjosephmo.gov), or by contacting the City Clerk's office.**

<u>Section to be completed by City</u>		
<b>Staff Review</b>	<b>Fees (If Applicable)</b>	<b>Date Application Received</b>
<input type="checkbox"/> Completed Application	<input type="checkbox"/> Application (\$1,050.00)	____ / ____ / ____
<input type="checkbox"/> Application Fee	<input type="checkbox"/> Plus (\$25/Lot)	
		<b>Date Fee Received</b>
<b>Zoning</b> _____	<b>Total (\$)</b> _____	____ / ____ / ____