

# **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 approval from the Planning and Zoning Commission or 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. 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.

### **Decision**

If a Minor plat application meets the requirements for a minor plat, the Development Services Director may approve the plat for recording purposes.

The following certification language shall be added to the plat drawing:

Approved by the City of Raymore, Missouri on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Development Services Director

# **MINOR PLAT**

## *APPLICATION CHECKLIST*

For applications filed under Unified Development Code Section 470.100

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*In order for a plat to be considered as a minor plat, a completed application must be received by the Development Services Department*

*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 on the Internet at [www.raymore.com](http://www.raymore.com).
- ❑ **At least one (1) full size copy of the plat. Additional copies may be submitted.** A minor plat must contain all of the information required for a final plat.
- ❑ **Digital copy of the plat** in AutoCAD.dwg files and a portable document format (.pdf) of each sheet of the plat submittal.

# 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.

<b>The plat must show and contain the following information:</b>	
	<b>Scale.</b> 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.
	<b>Sheets.</b> 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.
	<b>Subdivision name.</b> The name of the subdivision, not to duplicate or closely approximate the name of any existing subdivision.
	<b>Location.</b> 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.
	<b>Boundary.</b> 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.
	<b>Coordinates.</b> Based on the Missouri Coordinate System 1983.
	<b>Features.</b> 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.
	<b>Lot Numbers.</b> Lots must be clearly numbered. If blocks are to be numbered or lettered, these should be shown clearly in the center of the block.
	<b>Setback lines.</b> Building setback lines on front and side streets with dimensions.
	<b>Monuments.</b> The location of all monuments required to be installed by the provisions of these Zoning Regulations.
	<b>The names of adjoining subdivisions.</b>
	<b>Easements.</b> 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.

*MINOR PLAT CONTENTS CHECKLIST (2)*

	<b>Developer, surveyor, engineer.</b> The names and addresses of the developer, surveyor and/or professional engineer making the plat.
	<b>The regulatory flood elevation.</b>
	<b>Certificates.</b> The following certificates, which may be combined where appropriate:
	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 subdivision map.
	A certificate signed and acknowledged as above, dedicating or reserving all parcels of land shown on the plat and intended for any public or private use and those parcels which are intended for the exclusive use of the lot owners of the subdivision, their licensees, visitors, tenants, and servants.
	<p>The acknowledgment of a notary in the following form:</p> <p>State of                             )   ) SS County of                          )</p> <p>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 my hand and affixed my notarial seal the day and year above written.</p> <p>(SEAL)                             _____   Notary Public</p> <p>My Commission Expires: _____</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: \_\_\_\_\_

### 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:

- Completed application form
- 1 full size copy of plat
- Plat in AutoCAD.dwg & .pdf

**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 review process.
- 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**

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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

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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\_\_

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Signature of Owner

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Printed Name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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Notary Public

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My Commission Expires