



**RECORD PLAT
CHECKLIST**

PROJECT: _____

Submittal Date: _____	Reviewed by: _____	Date: _____
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I. Minimum Standards for Property Boundary Surveys - State of Missouri **YES NO N/A**

- | | | | |
|--|-------|-------|-------|
| 1. Name of the person for whom the survey was made and the date of the survey | _____ | _____ | _____ |
| 2. Legal description or deed reference of the property surveyed. | _____ | _____ | _____ |
| 3. Certification that the survey is in accordance with the Minimum Standards. | _____ | _____ | _____ |
| 4. Each sheet signed and sealed by the RLS. | _____ | _____ | _____ |
| 5. Lettering clear, sharp and no smaller than 0.08" | _____ | _____ | _____ |
| 6. Horizontal direction of all lines surveyed or created (direct angles, bearings, azimuths) | _____ | _____ | _____ |
| 7. If bearing or azimuths are used, a note describing reference system and how obtained. | _____ | _____ | _____ |
| 8. Horizontal distance of all lines surveyed or created. | _____ | _____ | _____ |
| 9. Curved lines show at least two elements of the curve.
(Radius, central angle, or arc length) | _____ | _____ | _____ |
| 10. Sufficient data (distances and directions) to locate the surveyed tract in the
U.S. Public Land Survey or a recorded subdivision. | _____ | _____ | _____ |
| 11. Shows all physical monuments and notes which were found and which were set. | _____ | _____ | _____ |
| A. Semi-permanent monuments at all lot corners. | _____ | _____ | _____ |
| B. Permanent Monuments at street corners: | | | |
| i. One corner (min.) at a three-way intersection. | _____ | _____ | _____ |
| ii. two corners (min.) at a four-way intersection. | _____ | _____ | _____ |
| C. Semi-permanent monuments located at all angle points and points of tangency on
one side of the street with a minimum of two permanent monuments per block. | _____ | _____ | _____ |
| D. Notes describing the physical characteristics of the monuments set. | _____ | _____ | _____ |
| 12. If monuments not set during the survey, a note stating they will be set within 12 months. | _____ | _____ | _____ |
| 13. The class of property noted on the plat. | _____ | _____ | _____ |
| 14. Any material variation between measured and recorded dimensions. | _____ | _____ | _____ |

Missouri Coordinate System 1983

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|--|-------|-------|-------|
| 15. Coordinates based on first or second order station.
(see Geographic Reference System St. Louis County, MO 1991) | _____ | _____ | _____ |
| 16. Control stations used to determine the coordinates, the
coordinates of those stations, and the grid factor used. | _____ | _____ | _____ |
| 17. A table showing how the connection was made by showing grid distances and grid
bearings to the control or a statement of the coordinates relative positional tolerance. | _____ | _____ | _____ |



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II. Record Plat Requirements

Sec. 02-11 F. of the Unified Development Code

	YES	NO	N/A	COMMENTS
1. Conformance with the Preliminary Plat/Site Development Plan.	_____	_____	_____	_____
i. All developed/developable lots included.	_____	_____	_____	_____
2. Conformance with the Improvement Plans.	_____	_____	_____	_____
i. Easements for storm/sanitary sewers, retaining walls.	_____	_____	_____	_____
ii. Street names the same.	_____	_____	_____	_____
3. Phased development.	_____	_____	_____	_____
i. Platted and the future phases clearly shown.	_____	_____	_____	_____
ii. Book and page of all previously platted phases.	_____	_____	_____	_____
4. Name of subdivision and description of property subdivided, showing its location and area.	_____	_____	_____	_____
5. Boundary lines with bearings and distances for all lots.	_____	_____	_____	_____
6. Accurate delineation of any property offered for dedication for public use.	_____	_____	_____	_____
7. The boundary lines of all adjoining lands and the ROW lines of adjacent streets and alleys w/their widths and names.	_____	_____	_____	_____
8. Proposed streets and alleys shown w/widths and names.	_____	_____	_____	_____
9. Dedication statement for all public and private lands. (ie: <i>Dedicated for public/private use</i> , labeled on plan.)	_____	_____	_____	_____
10. Typical lot showing building lines, Typ. ROW & easements.	_____	_____	_____	_____
11. Cross-access easements, parking and drive locations.	_____	_____	_____	_____
12. Graphic scale: 1"=20' to 1"=100', 36" x 42" max sheet size.	_____	_____	_____	_____
13. North arrow on every sheet.	_____	_____	_____	_____
14. Key map if Plat is multiple pages.	_____	_____	_____	_____
15. Existing easements shown w/Book and Page noted.	_____	_____	_____	_____
16. Side yard easements a minimum of every other lot line.	_____	_____	_____	_____
17. Book and page of any off-site easements (if applicable).	_____	_____	_____	_____
18. Area for each lot in sq. ft.	_____	_____	_____	_____
19. The line of departure of one street to another.	_____	_____	_____	_____
20. Any private restrictions, if applicable.	_____	_____	_____	_____
21. All outboundary corners of the tract tied to the State Plane Coordinate System.	_____	_____	_____	_____



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	YES	NO	N/A	COMMENTS
22. Legal script (ROW, easements & common ground etc.).	_____	_____	_____	_____
i. Right-of-Way dedication for public/private streets.	_____	_____	_____	_____
ii. Easements (general, ingress, x-access, retaining walls)	_____	_____	_____	_____
iii. Common Ground (City approval of placements in islands)	_____	_____	_____	_____
23. All zoning district lines, U.S. Survey, Section, congressional township and range lines; boundary lines of municipalities; sewers, schools, and other legally established districts within or adjacent to the tract.	_____	_____	_____	_____
24. Digital version of the final R.P. submitted in a format compatible with the City's software (AutoCad or Microstation).	_____	_____	_____	_____
25. Escrow quantities.	_____	_____	_____	_____
26. Subordination agreements if ROW dedication within existing easements.	_____	_____	_____	_____
27. Outboundary shown matches metes & bounds (if given)	_____	_____	_____	_____

III. Advisory (not included on plat)

1. Protect/document/reset U.S. Land Survey Corners on tract.	_____	_____	_____	_____
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Comments: