



# City of Chesterfield

## PLANNING AND DEVELOPMENT SERVICES DIVISION

### GENERAL PLAT APPLICATION

*Prior to submitting an application to the Planning and Development Services Division, the Petitioner is strongly urged to meet with Staff for a Pre-Application Meeting. To schedule a meeting, please contact the Division at 636-537-4746.*

*This application is to be utilized for procedures governed by the Subdivision Ordinance. In addition, the request is to be consistent with Comprehensive Plan policies regarding "Quality New Development."*

*For information about this and other projects under review by the Planning and Development Services Division, please visit "Active Projects" at [www.chesterfield.mo.us](http://www.chesterfield.mo.us). For questions about this application, please contact the "Planner of the Day" at 636-537-4733.*

Check (✓) all applications that apply:

- Boundary Adjustment Plat
- Commercial Record Plat
- Condominium Plat
- Display Plat
- Large Lot Subdivision
- Lot Split Approval
- Minor Subdivision
- Preliminary Plat
- Residential Record Plat
- Sketch Plan
- Vacation of Subdivision

Note: Separate fees apply to each application selected

### I. APPLICANT INFORMATION

Owner(s) of record of the hereinafter described property according to St. Louis County Assessor's Record: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant, if other than owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## II. PROPERTY INFORMATION

**Project Name:** \_\_\_\_\_

**Locator Number(s):** \_\_\_\_\_

(List additional locator numbers on separate sheet and attach to petition)

**Acreage:** \_\_\_\_\_ (To the nearest tenth of an acre)

**Subdivision Name:** \_\_\_\_\_ **Plat Book/Page:** \_\_\_\_\_

**Proximity to closest major intersection:** \_\_\_\_\_

**Current Zoning District:** \_\_\_\_\_

**Existing Overlay Districts:** Check (✓) all that apply     C.U.P.     C.S.P.     L.P.A.  
 Other: \_\_\_\_\_

## III. REQUIRED MATERIALS

### I. Boundary Adjustment Plat:

- A. Legal description of the boundaries of the original lots and of the adjusted lots.
- B. The boundary adjustment plat or deed shall be submitted to the Planning and Development Services Division for review and approval prior to its recording with the Recorder of Deeds of St. Louis County, with a copy to be filed with the City of Chesterfield.
- C. Processing fees.

### II. Condominium Plat:

- A. Four copies of the condominium plat with written request from the developer.
- B. A certified script addressing the condominium ownership issue shall be on the copies when submitted.
- C. Processing fees.

### III. Display Plat:

The display plat shall include a complete outboundary survey of the proposed subdivisions, and the location of each display in relation to proposed lots. The script shall comply with the requirements of the Division including, but not limited to, the following:

- A. The display plat shall be recorded in the Office of the St Louis County Recorder of Deeds prior to issuance of a building permit for any display with a copy to be filed with the City of Chesterfield.
- B. The display plat shall become null and void upon the recording of a record plat that establishes that each display is on an approved lot.

- C. No part of the proposed subdivision may be conveyed, nor an occupancy permit issued, for any structure therein until the display house or units have been located on an approved lot.
- D. If initial construction of a display has not commenced within 60 days, the Division's approval shall lapse and the display plat shall be null and void.
- E. Lots should be on an approved lot of record within one year of the display plat's recording or such longer period as may be permitted by the Planning and Development Services Director. If the record plat is not filed, the then-owner shall remove or cause to be removed all display houses or units from the property. Failure of owner to remove the display houses or units from the property within one (1) year plus 30 days of date of approval shall constitute the granting of authority of City to remove or cause the display houses or units to be removed, the cost of which shall be borne by the owner and shall become a lien against the property.

**IV. Large Lot Subdivision:**

The standards established for Sketch Plans shall apply in addition to the following:

- A. Access for proposed lots may be provided by private roadway easements which may be included as part of the gross area of the lot. Lots with double frontage shall normally have driveway access to the internal private roadway or minor street. Any other access shall be approved where justifiable topographic and other site conditions are presented which prohibit access from the internal street.
- B. Building setbacks of the zoning district shall be observed from designated private roadway easement lines and public right-of-way.
- C. Where there is a question as to the feasibility of access to a desirable building site from the proposed roadway due to factors such as creeks, steepness of terrain, or other adverse natural physical conditions, the Division may withhold approval until engineering studies are presented to the Division that establish that the site is accessible.
- D. All lots containing three (3) acres or more shall have a minimum width at the building line of 200 feet.
- E. Minimum frontage width shall be determined at the building line except that lots fronting on a circular turnaround shall have a minimum width at the required building line of 100 feet.

**V. Lot Split:**

Two (2) drawings of a certified survey, prepared by a land surveyor registered in the State of Missouri on paper not less than eight and one-half (8 1/2) inches by 11 inches in size showing the following shall be submitted:

- A. A legal description of both the original lot and each of the proposed lots. This must be surveyed and performed by a registered surveyor.
- B. North arrow and graphic scale.
- C. Location of proposed and existing streets and adjoining property.
- D. Location of all existing buildings.

- E. Within their boundaries approval of the St. Louis County Water Company and the Metropolitan St. Louis Sewer District shown on the tract drawings.
- F. Name, address, and telephone number of the owner of record and a copy of the deed of record.
- G. Filing fee.
- H. Certificate from the office of the St. Louis County Collector of Revenue showing that there are no delinquent taxes outstanding.
- I. Verification of fire hydrants and adequacy of water supply from applicable fire protection district.
- J. Verification of proper placement of survey monument from the City of Chesterfield, or an escrow agreement or land subdivision bond to guarantee installation of survey monument in accord with [Section 02-12 of the Unified Development Code](#).

**VI. Record Plats:**

- A. North arrow and graphic scale.
- B. The boundary lines within the outboundary lines of the subdivision with accurate distances and bearings; also all section, U.S. Survey and congressional township and range lines; and the boundary lines of municipalities; sewers, schools, and other legally established districts within and the name of or description of any of the same adjacent to or abutting on the subdivision.
- C. The lines of all proposed streets and alleys with their widths and names.
- D. An accurate delineation of any property offered for dedication to public use.
- E. The line of departure of one street from another.
- F. The boundary lines of all adjoining lands and the right-of-way lines of adjacent streets and alleys with their widths and names.
- G. All lot lines and an identification system for all lots and blocks.
- H. Building lines, including minimum side and rear yard setbacks on a typical lot and easements or rights-of-way provided for public or private use, services, or utilities, with figures showing their dimensions, and listing types of uses that are being provided.
- I. All dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the subdivision, blocks, lots, streets, alleys, easements, building lines, and of any other areas for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot.
- J. All survey monuments, together with the descriptions.

- K. Area in square feet for each lot or parcel on the plat or a supplemental sheet showing same.
- L. Name of subdivision and description of property subdivided, showing its location and area.
- M. Certification by a land surveyor who performs the property survey to the effect that the plat represents a survey made by him, and that the locations of all required survey monuments, installed or to be installed, are correctly shown thereon. The month and year during which the survey was made shall also be shown.
- N. Private restrictions and trusteeships where required by ordinance and their periods of existence. Should such restrictions and trusteeships be of such length as to make the lettering of same on plat impracticable and thus necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat.
- O. The subdivision name approved on record plat shall constitute the subdivision's official name. When a subdivision name has been changed, all subsequent plats submitted for processing shall reference the original name, which should include names recorded on site development concept and section plans. Any other name used for advertising or sales purposes does not constitute an official revised name unless approved on a plat of record approved by the City Council.
- P. If the developer places restrictions on any land contained in the subdivision that is greater than those required by the Zoning Ordinance or this appendix such restrictions or references thereto should be indicated on the plat.
- Q. Zoning district, and zoning district boundary line when property is located in more than one district, special procedure or planned district and ordinance numbers or date of order (density development) when applicable.
- R. Accurately note elevation referring to mean U.S.G.S. datum for permanent benchmark.
- S. Cumulatively, all record plats shall contain enough common land to support the lots platted. All remaining common ground is to be platted with the recording of the final lot, unit, or phase of the development.

**Prior to the Division forwarding the record plat to City Council, the developer shall provide the Division with the following documents, as they may be applicable:**

- A. Guarantee of installation of water mains from St. Louis County Water Company.
- B. Street lighting contract from Union Electric. Submittal of contract is optional and is to be accepted in lieu of an increased value for escrow of actual construction costs.
- C. Verification of street names and addresses from U.S. Postal Service-Customer Services Department.
- D. Verification of location of fire hydrants and adequacy of water supply from applicable fire district.
- E. Tax certificate or copy of paid tax bill from the Office of the St. Louis County Collector of Revenue.

- F. Highway inspection fees or payment verification of highway inspection fees paid from the City of Chesterfield or St. Louis County Department of Highways and Traffic.
- G. Subdivision processing fees.
- H. Any special study or engineering calculations required.
- I. Trust indenture and warranty deed for common land conveyance, accompanied by a letter of compliance from an attorney.
- J. Letter from sanitary sewer company certifying connection fees have been paid.
- K. Verification of proper placement of survey monuments from the Planning and Development Services Division.

**VII. Sketch Plans**

- A. The location of the tract in relation to the surrounding area.
- B. The approximate location of all existing structures within the tract proposed to be retained and wooded areas within the tract and within 100 feet thereof.
- C. The names of the owners of all property adjoining the tract as disclosed by the most recent assessor's record.
- D. All existing streets, roads, and approximate location of wet and dry weather water courses, floodplain areas, sink holes, and other significant physical features within the tract and within 150 feet thereof.
- E. Approximate location of proposed streets and property lines.
- F. A rough sketch of the proposed site plan.
- G. A north arrow and scale.
- H. Direction of and approximate distance to nearest existing major street intersection.
- I. Approximate location of any historical building as identified by the St. Louis County Historic Building Commission or the Chesterfield Historic and Landmark Preservation Committee within the boundaries of the tract.

**VIII. Vacation of Subdivision (Note: Pertains to vacation of any part of a subdivision)**

- A. Whenever any person may desire to vacate any subdivision or part thereof in which he shall be the legal owner of all of the lots or may desire to vacate any lot, such person or corporation may petition the City Council giving a distinct description of the property to be vacated and the names of the persons to be affected thereby.
- B. The petition shall be filed together with a filing fee in the sum of \$200.00 with the City Clerk who shall give notice of the pendency of the petition in a public newspaper in the same manner as set forth in [Section 02-02 of the Unified Development Code](#).
- C. If no opposition is made to the petition, the City Council may vacate the same with such restrictions as they may deem for the public good. If opposition is made, the petition shall be set down for public hearing before the City Council.
- D. Prior to City Council action, the petition shall be referred to the Planning and Development Services Division for review and comment.
- E. If the developer fails to cure all noncompliance with improvement requirements, the Director may initiate proceedings to vacate the undeveloped portion of the subdivision. For the purpose of this section, the undeveloped portion of the subdivision does not include lots that have been sold or are under bona fide contract for sale to any person for personal use or occupancy.

**IV. COMPLIANCE**

Is property in compliance with all previous conditions of approval of all applicable Ordinance requirements?

Yes  No. If no, please explain:

Is property in compliance with all Zoning, Subdivision, and Code requirements?

Yes  No. If no, please explain:

**V. STATEMENT OF CONSENT**

**STATEMENT OF CONSENT**

I hereby give CONSENT to \_\_\_\_\_ (type, stamp or print clearly full name of agent) to act on my behalf to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and Public Hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge of the property and I have an ownership interest and/or am owner under contract in the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request or permits. I acknowledge that additional information may be required to process this application. I further consent to the City of Chesterfield to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I understand this application, related material and all attachments become official records of the City of Chesterfield, Missouri, and will not be returned. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

**OWNER/CONTRACT PURCHASER INFORMATION:**

I am the [ ] owner [ ] contract purchaser. (check (✓) one)

\_\_\_\_\_  
(Name - type, stamp or print clearly) (Signature)

\_\_\_\_\_  
(Name of Firm) (Address, City, State, Zip)

Note: Attach additional sheets as necessary.

**NOTARY PUBLIC INFORMATION: STATE OF MISSOURI, CITY OF CHESTERFIELD**

The foregoing instrument was subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ .

Signed \_\_\_\_\_ Print Name: \_\_\_\_\_  
Notary Public

Seal/Stamp:

My Commission Expires: \_\_\_\_\_



**VII. PARTIES OF INTEREST**

**Principal Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Tel.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Other Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Tel.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Other Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Tel.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Attach additional sheets as necessary.

#### XIV. FEES

The filing fees for a petition for change of zoning district boundaries, district classification, conditional use permit, landmark and preservation area procedure, and commercial service procedure, shall be based on the area contained in the property in question, according to the following schedule:

Procedure	Fee
Boundary Adjustment Plat	\$75
Condominium Plat	\$75
Display Plat	\$115.00 and \$50.00 per unit
Large Lot Subdivision	\$75
Lot Split Approval	\$75
Minor Subdivision	\$75
Preliminary Plat	\$350.00
Residential Record Plat	\$18.00/lot single Family \$9.00/unit multiple-family
Commercial Record Plat	≤ 20 acres: \$85/acre + \$55 for each acre 21↔100 acres + \$30 for each acre 101-200 acres
Vacation of Subdivision	\$200.00

*Other information:*

1. Cash/Check/Money Order
2. If the preliminary plat has been previously reviewed under the Special Procedure Section of the Zoning Ordinance, there is no fee. Credit is given to the developer for 50 percent of the filing fee upon submission of a proposed record plat.
3. No additional fee for applications for tracts in excess of 200 acres.

**VIII. CITY OF CHESTERFIELD  
LIENS AND FINES CERTIFICATION**

**Project Name:** \_\_\_\_\_ **Ward:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Locator:** \_\_\_\_\_

**STATE OF MISSOURI, CITY OF CHESTERFIELD**

**I do hereby certify to the Council of the City of Chesterfield that:**

\_\_\_ There are no fines and/or liens of record on the property by or owed to the City of Chesterfield.

\_\_\_ There are the following fines and/or liens owed to the City of Chesterfield:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_  
Finance Director  
City of Chesterfield

\_\_\_\_\_  
Date