

RECORD PLAT INFORMATION SHEET and CHECKLIST

Plat Submittal and background information: The Record Plat is the final step in the subdivision review process. Prior to submitting the Record Plat to the County Council for review, provisions must be made for the installation of required improvements, usually in the form of a subdivision deposit agreement (escrow), and for the maintenance of common ground, usually in the form of Trust Indentures. Record plats are usually submitted after the Improvement Plans have been approved by the Department of Transportation and MSD. To initiate the review process, submit six paper copies of the Record Plat plus review fees to the Department of Planning. The following issues are pertinent to the review process.

Issues:

- The Record Plat must conform to the Preliminary Plat or Site Development Plan (lot number changes, subdivision name changes, street names changes, and lot size changes are frequent errors which delay the processing of the Record Plat).
- In a single family or multiple family subdivision, no property may be omitted if a resulting tract is less than (10) acres in area. Until subdivided, the omitted tract is a developable lot, on which no more than one residence may be constructed. If the development is a Density Development or Planned Environment Unit, the omitted property is not developable and does not constitute a lot of record for any purpose under the Zoning Ordinance or Subdivision Ordinance until included on a Record Plat. In a non-residential subdivision, omitted property is not developable and does not constitute a lot of record for any purpose under the Zoning Ordinance or Subdivision Ordinance until included in a Record Plat.
- Within sixty (60) day of County Council approval, the Plat must be filed for recording with the Recorder of Deeds. If a Record Plat is not filed within this period, the approval shall expire.
- Any bank or lender holding a note(s) on the property shall sign the Record Plat.
- The Plat shall include the plat limits within the outboundary lines of the subdivision with accurate distances and bearings. In addition, all sections, U.S. Survey township and range lines, the boundary lines of municipalities, sewer districts, school districts, and other legally established districts within the Plat, and the name of or description of any of the same, adjacent to or abutting the subdivision shall be shown on the Plat.
- The lines of all proposed streets and alleys with their widths and names shall be included on the Plat.
- The Plat shall include all building lines, including minimum front, side, and rear yard setbacks on a typical lot, easements and utilities, and rights-of-way, dedicated for public or private use. The aforementioned, shall include figures showing their dimensions and listing types of uses that are being provided.
- Zoning district, and zoning district boundary lines when property is located in more than one district; Special Procedure or Planned District and ordinance numbers or date of Council Order (Density Development) when applicable shall be on the Plat.
- The Plat shall include accurately noted elevations referring to mean U.S.G.S. datum for permanent benchmark.
- Cumulatively, all lots platted and proposed on a Record Plat should contain enough common land to equal the minimum lot area of all existing and proposed lots being platted in any given development. All remaining common ground, if any, should be platted with the recording of the final lot, unit, or phase of the development.
- The outboundary of the subdivision shall be tied to the Missouri Coordinate System 1983 in accordance with the current Missouri Minimum Standards for Property Boundary Surveys, and the coordinates of the exterior corners shall be shown on the Plat.

In addition to the information listed above, several separate approvals are required for all Plats: Prior to the Department forwarding the Record Plat to County Council, the developer shall provide the Department with the following documents:

- Guarantee of installation of water mains from Missouri American Water Company if water line improvements are required. For information call 314-991-3404. If water lines are to be installed by a private contractor, then a copy of the installation contract cost must also be included.
- Street lighting contract from AmerenUE if street lights are required. Submittal of an AmerenUE contract will satisfy the subdivision deposit agreement (escrow) requirement.
- Verification of street names and addresses from the GIS Service Center. Lot numbers and street names must conform to the approved Preliminary Plat or Site Development Plan. For more information call 314-615-3786.
- Verification of location of fire hydrants and adequacy of water supply from applicable Fire District.
- Tax Certificate or copy of paid tax bill from the Office of the St. Louis County Collector of Revenue. For tax certification information call 314-615-4235 for assistance.
- Verification that Highway Inspection Fees and Subdivision Processing Fees have been paid.
- Any special study or engineering calculations if required. This may include landscape estimates, cost of installing retaining walls, and cost of installing subdivision information sign(s) or other ancillary improvements.
- Trust Indenture and Warranty Deed for common land conveyance, accompanied by a letter of compliance from an attorney. All detention areas in the County are in common ground regardless if it is a residential and commercial subdivision.
- Letter from sanitary sewer company certifying connection fees and escrows have been paid, if sewer improvements are required.
- Verification of proper placement of survey monuments from the Department of Transportation and Public Works. For more information call 314-615-1175.
- Prior to approval by the Department, a digitized version of the plat shall be submitted in a format compatible with the County's mapping software (either autocad or microstation). The coordinate system of the digital version shall be a modified Missouri State Plane Coordinate System wherein the Missouri Coordinate System of 1983, Zone Missouri East, has been converted to U.S. Survey Feet. Please include the name of the subdivision in the name of the file you provide to the County. The following information must be included: lot lines, parcel lines, right-of-way lines, centerlines, annotation identifying lot numbers, dimensions, radius, bearings, ownership/deed book/page information for the adjoining parcels. All info including any additional information or layers must be identified.

CHECK LIST

Plat Submittal: Four copies of the Record Plat should be submitted when work on the Improvement Plans are substantially completed. This resolves the problem of submission and resubmission when changes are made to the Improvement Plans. If no improvements are required, then the Record Plats can be submitted immediately after the Preliminary Plat/Site Development Plan.

Common errors and/or omissions:

- The record plat fails to conform to the preliminary plat (lot numbers change, subdivision name differs from the preliminary plat, street names change, lot size change).
- In a single family or multiple family subdivision, no property may be omitted if a resulting tract is less than (10) acres in area. Until subdivided, such omitted tract is a developable lot, on which no more than one residence may be constructed; or unless the development is a Density Development or Planned Environment Unit, in which case the omitted property is not developable and does not constitute a lot of record for any purpose under the Zoning Ordinance or Subdivision Ordinance until included in a record plat. In a non-residential subdivision, omitted property is not developable and does not constitute a lot of record for any purpose under the Zoning Ordinance or Subdivision Ordinance until included in a record plat.
- Failure to record the record plat with the Recorder of Deeds within sixty (60) days after approval by the County Council.
If any record plat is not filed within this period, the approval shall expire.

Items often not included on the Record Plat:

- Bank or lender holding a note(s) on the property shall sign the record plat.
- 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.
- The lines of all proposed streets and alleys with their widths and names.
- 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.
- 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 Council Order (Density Development) when applicable.
- Accurately note elevation referring to mean U.S.G.S. datum for permanent benchmark.
- Cumulatively, all lots platted and proposed on a record plat should contain enough common land to equal the minimum lot area of existing and proposed lots being platted. All remaining common ground, if any, should be platted with the recording of the final lot, unit, or phase of the development.
- The outboundary of the subdivision shall be tied to the Missouri State Plane Coordinate System wherein the Missouri Coordinate System of 1983, Zone Missouri East, has been converted to U.S. Survey Feet, in accordance with the current Missouri Minimum Standards for Property Boundary Surveys, and the coordinates of the exterior corners shall be shown on the plat.

Letters and approvals required for all Plats: Prior to the Department forwarding the record plat to County Council, the developer shall provide the Department with the following documents as they may be applicable:

- Guarantee of installation of water mains from Missouri American Water Company if water line improvements are required. For information call 314-991-3404.
- Street lighting contract from AmerenUE if street lights are required. Submittal of an AmerenUE contract is optional, but an AmerenUE contract will satisfy the subdivision escrow requirement.
- Verification of street names and addresses from GIS Service Center. Lot numbers and street names must conform to the approved preliminary plat or Site Development Plan. For more information call 314-615-3786
- Verification of location of fire hydrants and adequacy of water supply from applicable Fire District.
- Tax Certificate or copy of paid tax bill from the Office of the St. Louis County Collector of Revenue. For tax certification information call 314-615-4235 for assistance.
- Highway Inspection Fee payment verification.
- Subdivision Processing Fees.
- Any special study or engineering calculations if required.
- Trust indenture and Warranty Deed for common land conveyance, accompanied by a letter of compliance from an attorney. All detention ponds in the County are in common ground regardless if it is a residential and commercial subdivision.
- Letter from sanitary sewer company certifying connection fees and escrows have been paid, if sewer improvements are required.
- Verification of proper placement of survey monuments from the Department of Transportation and Public Works. For more information call 314-615-1175.
- Prior to approval by the Department, a digitized version of the plat shall be submitted in a format compatible with the County's mapping software (either autocad or microstation). The coordinate system of the digital version shall be a modified Missouri State Plane Coordinate System wherein the Missouri Coordinate System of 1983, Zone Missouri East, has been converted to U.S. Survey Feet. Please include the name of the subdivision in the name of the file you provide to the County. The following information must be included: lot lines, parcel lines, right-of-way lines, centerlines, annotation identifying lot numbers, dimensions, radius, bearings, ownership/deed book/page information for the adjoining parcels. All info including any additional information or layers must be identified.

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