



DEPARTMENT OF PLANNING & DEVELOPMENT SERVICES  
10 North Bemiston Avenue, Clayton, MO 63105

**APPLICATION FOR SUBDIVISION/  
BOUNDARY ADJUSTMENT**

*(please print)*

Date: \_\_\_\_\_

**NOTE: PLATS MUST BE FILED WITH THE ST. LOUIS COUNTY RECORDER OF DEEDS OFFICE AND PROOF OF SUCH FILING MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE WITHIN 30 DAYS OF APPROVAL BY THE BOARD OF ALDERMEN.**

**\$285.00 FEE (INCLUDES \$35 NON-REFUNDABLE PROCESSING FEE) MUST ACCOMPANY THIS APPLICATION**

*Application is being made for:*

Subdivision of Lot \_\_\_\_ Lot Consolidation \_\_\_\_ Boundary Adjustment \_\_\_\_

Name of Subdivision: \_\_\_\_\_

Existing Address(es): \_\_\_\_\_

Lot Number(s): \_\_\_\_\_ Block Number: \_\_\_\_\_

Number of Existing Lots: \_\_\_\_\_ Number of Proposed Lots: \_\_\_\_\_

Square Footage of Existing Lot(s): \_\_\_\_\_

Square Footage of Proposed Lot(s): \_\_\_\_\_

Boundary Adjustment, if applicable, is being made to adjust \_\_\_\_\_

\_\_\_\_\_, for the following reason: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning (if different): \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address (include City, State & Zip Code): \_\_\_\_\_

\_\_\_\_\_

Applicant's Phone No. & E-Mail Address: \_\_\_\_\_

Property Owner's Name, Address & Phone No. (if other than above) \_\_\_\_\_

\_\_\_\_\_

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**It is hereby requested that the boundary adjustment plat be considered by the City's Plan Commission.**

**It is hereby requested that the subdivision/lot consolidation plat be considered by the Honorable Mayor and Members of the Board of Aldermen upon recommendation of the City's Plan Commission.**

**A representative will need to attend the appropriate meeting(s).**

Respectfully Submitted,

Name of Applicant (please print) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

# APPLICATION FOR A SUBDIVISION PLAT/BOUNDARY ADJUSTMENT

## **SECTION A: City Documents**

\_\_\_\_\_ Subdivision Application

## **SECTION B: Application Fee**

\_\_\_\_\_ A fee of \$250 shall be submitted with the Subdivision Application.

**SECTION C: Project Plans** Plans must be legible and drawn to scale to clearly illustrate the components of the project. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing. Submit eleven (11) boundary adjustment plats; folded print side facing out, twenty-five (25) subdivision/lot consolidation plats; folded print side facing out.

Use the Checklist below to be sure your plans include the following required elements:

- \_\_\_\_\_ (1) Vicinity map
- \_\_\_\_\_ (2) Subdivision boundary (heavy double width solid line)
- \_\_\_\_\_ (3) Street and lot lines (heavy single width solid line)
- \_\_\_\_\_ (4) Easements (light dashed line; indicate type)
- \_\_\_\_\_ (5) Utility lines (heavy dashed lines; indicate type)
- \_\_\_\_\_ (6) North arrow and scale
- \_\_\_\_\_ (7) Acreage of subdivision
- \_\_\_\_\_ (8) Number, dimension and size of lots
- \_\_\_\_\_ (9) Proposed use of lots, zoning designation for each parcel
- \_\_\_\_\_ (10) Locations and sizes of each parcel to be dedicated for public use
- \_\_\_\_\_ (11) Locations and sizes of all common areas to be designated for public use
- \_\_\_\_\_ (12) Location, grades, widths, total area, and names of internal and adjacent vehicular access ways and transit corridors
- \_\_\_\_\_ (13) Center lines of existing streets
- \_\_\_\_\_ (14) Total length in feet along center line of all existing and proposed streets within the boundaries of the subdivision, measured from intersection to intersection
- \_\_\_\_\_ (15) Existing and proposed street cross-sections

- \_\_\_\_\_ (16) Dimensions and locations of sidewalks, bicycle and hiking trails
- \_\_\_\_\_ (17) Size, type, and lineal footage of proposed drainage facilities, water and sewer facilities
- \_\_\_\_\_ (18) Size, type and height of existing trees
- \_\_\_\_\_ (19) Boundaries of areas of special flood hazards along with base flood elevation data; if no special flood hazards exist, a statement to this effect shall be made
- \_\_\_\_\_ (20) Location and source of water supply and sewage facilities
- \_\_\_\_\_ (21) Contour intervals at two feet
- \_\_\_\_\_ (22) Name, address and telephone number of subdivider
- \_\_\_\_\_ (23) Signature of subdivider
- \_\_\_\_\_ (24) Name, address, telephone number, license, and registration number of map surveyor.
- \_\_\_\_\_ (25) Signature of map preparer
- \_\_\_\_\_ (26) Name and current address of record owner(s)
- \_\_\_\_\_ (27) Signature of record owner(s) consenting to map submittal
- \_\_\_\_\_ (28) Existing buildings, number of stories, type construction, setback distances, and sight coverage information

**SECTION D: Additional Material**

\_\_\_\_\_ Improvement plans (if applicable)

\_\_\_\_\_ Performance guarantee (if applicable)

And other supporting documents as requested by City staff to the Department of Planning and Development Services.

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