

APPLICATION FOR A CONDOMINIUM PLAT

\$300.00 FEE MUST ACCOMPANY THIS APPLICATION

An applicant pursuing approval of a condominium plat within the City of Clayton shall submit to the Department of Planning and Development Services twelve (12) copies of the Condominium Plat (folded, print side facing out) and one of each of the following:

- The completed application form;
- Letter addressed to Mayor & Board of Aldermen requesting approval of the condominium plat;
- Copy of the declaration/by-laws.

NEW CONSTRUCTION. For applicants of new construction desiring to implement condominium ownership, the following procedure will apply:

- The Building Official or his/her designee shall verify that the new development complies with all applicable codes and has been constructed in accordance to approved plans.
- Improvement Plans, if required for new development shall be previously approved (via a Final Subdivision Plat or Site Plan Approval process) prior to the submission of an application for a Condominium Plat. Additionally, all improvements required must either fully installed or guaranteed by a cash deposit or construction bond, as per the requirements of the Subdivision Ordinance.
- The Director of Planning and Development Services, or his/her designee, in addition to other staff as appropriate, shall review the submittal and make a determination as to whether the submittal is complete and accurate.
- If the submittal is deemed incomplete, the Director of Planning and Development Services shall notify the applicant that additional information is needed.
- Once the submittal is deemed complete and the Building Official or his/her designee has authorized approval, then the application may be forwarded to the Board of Aldermen for consideration.

CONDOMINIUM CONVERSION. For applicants of existing buildings desiring to convert to condominium ownership, the following procedure will apply:

- The Director of Planning and Development Services, or his/her designee, in addition to other staff as appropriate, shall review the submittal and make a determination as to whether the submittal is complete and accurate.
- If the submittal is deemed incomplete, the Director of Planning and Development Services shall notify the applicant that additional information is needed.
- Prior to or concurrent with the submittal of an application for condominium conversion, the applicant must have the building inspected by the Department of Planning and Development Services.

- The Building Inspector shall conduct an inspection to verify that the existing structure is in compliance with the Property Maintenance Code.
- Once the Building Official or his/her designee has verified that the existing structure is in compliance with the Property Maintenance Code, and the submittal has been deemed complete, the application will be forwarded to the Board of Aldermen for consideration.

FEES. At the time an application is filed, the applicant shall pay a fee for processing the condominium plat in accordance with the fee schedule as approved by the Board of Aldermen. The fee shall be paid to the City of Clayton to the credit of the general revenue fund of the City and payable upon submittal of the condominium plat application.

CONDOMINIUM PLAT REQUIREMENTS. All Condominium Plats are to be prepared by a surveyor, registered to practice in the State of Missouri, and shall be drawn on drafting film or the equivalent on one or more sheets (maximum dimension of twenty four inches by thirty six inches). The scale of the drawing shall be 20 feet or less to the inch 1. If multiple sheets are required, then a key map shall be provided on a Title Sheet showing all units at reduced scale. The final plat shall contain the following information:

1. Names, addresses and telephone numbers of the developer, owner and engineer.
2. Accurate legal description of the boundary of the lot(s) by metes and bounds.
3. Boundary lines, with dimensions and bearings or angles, which provide an accurate survey of the lots(s).
4. Accurate location of all existing and recorded streets, the street name(s) and right-of-way width(s), alley(s) or other right-of-way adjacent to the subject lot(s) with accurate dimensions, bearing curve data, including radii arcs, points of tangency and central angles.
5. Location, dimensions, and purpose of each easement.
6. Each building footprint and an identification system for all buildings and units.
7. The area in square feet for lot(s), building(s), and unit(s) in the project.
8. Building setback lines required by the Clayton Zoning Ordinance, with dimensions.
9. Location, type, material and size of all survey monuments and lot markers, including benchmarks with elevations referenced to mean sea level datum.
10. Subdivision name and Project title or name, the north arrow, scale and date.
11. Purposes for which areas are dedicated or reserved (i.e. open space, common area).
12. Location of water mains, valves and fire hydrants.
13. Certificate of the owner creating the subdivision, granting easements with statement of the use or uses for which granted, establishing building lines, and referring to the restrictions of all types and trusteeships which will run with the land and become covenants in the deeds for the lots.
14. Certificates of all owners and holders of the deeds of trust, approving the plat as prepared and releasing from the lien created by said deeds of trust all land dedicated to the public use on the plat.
15. Certificate indicating approval of the plat by the Board of Aldermen of the City of Clayton, prepared for execution by the mayor and city clerk over the seal of the City of Clayton.
16. Certification by a registered land surveyor or engineer that the plat represents a survey made by him and that all the necessary survey monuments are correctly shown thereon, and that the size of each lot, building and unit is correctly indicated by dimensions and

square feet of area. Impressed thereon, and affixed thereto, shall be the personal seal and signature of the registered land surveyor or engineer by whom, or under whose authority and direction, the plat was prepared in conformance with Missouri Revised Statutes.

17. Signature lines for the Surveying Company, Owner(s), or Developer(s). These two signature lines must have notary signature lines. Also required is a signature line for the City Clerk and a separate line stating: "Approved by the Board of Aldermen this _____day of _____by Ordinance No. _____" to be completed by the City Clerk.

APPROVAL. The Board of Aldermen will consider applications for approval of condominium plats at their regularly scheduled meetings. It is necessary that the applicant or applicants' representative familiar with the requested condominium plat appear personally at the meeting to answer questions.

After approval of the plat by the Board of Aldermen, the applicant will present the original reproducible plat to the City Clerk for Attestation. The plat with the appropriate signatures and the original declaration/by-laws must be recorded by the Recorder of Deeds Office, 4th Floor of the St. Louis County Government Center, 41 South Central Avenue, in Clayton at the applicant's expense. The applicant shall provide a recorded copy to the Clayton City Clerk for the City files within thirty (30) days of the Board of Aldermen approval.

AMENDMENTS. After a condominium plat has been recorded in the Office of the County Recorder, it may be amended by a certificate of correction or an amending map in the following cases:

1. To correct an error in any course or distance shown thereon.
2. To show any course or distance that was omitted therefrom.
3. To correct an error in the description of the real property shown on the map.
4. To reduce the number of units.

One original amended plat prepared by a Registered Civil Engineer or Licensed Land Surveyor with all the necessary signature lines must be presented to the City Clerk for attestation. The form and contents of the amending map shall conform to the Condominium Plat requirements set forth above. The certificate of correction shall set forth in detail the corrections made and show the names of the present fee owners of the property affected by the correction.

The amending plat shall be filed in the office of the County Recorder in which the original map was filed. A copy of the recorded plat shall be provided to the City Clerk.

The fee for processing the amended plat shall be in accordance with the fee schedule as approved by the Board of Aldermen, and payable upon submittal of the amended plat for attestation.