Administrative Plat Procedures

Eligibility. The following situations are eligible for administrative plat processes:

1. Lot line adjustment – the alteration of legal boundaries for up to four previously platted lots.
2. Lot splits or lot merger – the combination of two previously platted lots into one lot, or the splitting of one previously platted lot into two lots.
3. Survey plat - A survey of multiple lots from a previously approved final plat, where the actual legal boundaries could only be determined by a post-construction survey. For example, individually owned town homes may be approved on a final plat, but the actual legal description can only be verified post construction by a legal survey.
4. Minor subdivision – the division of previously unplatted land into five or fewer lots, or the replat of five or fewer previously platted lots that results between one fewer or one additional lot than originally platted.

Review Criteria. An application may be approved by the Director if the Director determines that all of the following are met.

1. No new right-of-way or other public dedication is needed.
2. No significant increase in service requirements (utilities, schools, traffic control, streets, etc.), or impact on the ability to maintain existing service levels will result.
3. The application does not alter any zoning district boundaries due to adjustments to any lots.
4. All lots meet the legal standards of the subdivision regulations and applicable zoning districts.
5. The lot patterns are consistent with the surrounding area, the planning policies, and any previously approved final plat for the subject property. In determining consistency, the size and dimension of lots, the layout and design of existing subdivisions and rights of way, and the degree of deviation from previous development shall be considered.
6. No other significant issues exist with potential development enabled by the plat that could impact planning policies, development regulations or adjacent property owners. Any application not classified as an administrative plat or not meeting these criteria shall be processed as a major subdivision.

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Review Procedures. In addition to the general requirements in Table 2-1 and Section 2.01, the requirements in this Section apply to administrative plat applications.

1. The Director shall review the application and determine if the review or comment of any other department or agency is required.
2. The Director may extend the administrative review period for any application that requires

referral to outside agencies. Where outside agency comments or objections require adjustments to the application, the Director may require resubmittal prior to action on the application.

3. If the Director determines that the application is not eligible for an administrative plat approval for any reason, the Director may either deny the application, or schedule the application for review as a major subdivision according to the procedures in this section.

Effect of Decision. The City Clerk shall cause the approved administrative plat to be recorded in the applicable county with the Recorder of Deeds. Upon recording the applicant my apply for permits necessary to authorize development.

Administrative Plat Application

Return Form to:
Planner
Joplin City Hall
602 S. Main Street
Joplin, Missouri 64801
417-624-0820 Ext. 1511
Zoning-Planning@JoplinMO.org

Office Use Only

Case No.: _____
Filing Fee: $150.00
Received: _____
Proj. No.: _____

Applicant: _____ Phone No.: _____

Address: _____ Email: _____

Owner: _____ Phone No.: _____

Address: _____ Email: _____

Location of Property: _____

Present Use of Property: _____ Zoning: _____

Design Professional who Prepared the Plat: _____

Phone No.: _____ Email: _____

Type of Request: ☐ Lot Line Adjustment ☐ Lot Split ☐ Lot merger

☐ Survey Plat ☐ Minor Subdivision

Instructions:
The following checklist is to be completed **by the applicant** and shall accompany the Administrative Plat when it is submitted to the Director of Planning, Development, and Neighborhood Services. If the answer to any of the questions is "No," a written explanation should accompany this checklist.

Yes	No	
☐	☐	Name of the subdivision
☐	☐	Statement dedicating all easements, streets, alleys, and all other areas not previously dedicated
☐	☐	Director of Planning, Zoning, and Neighborhood and Notary signature blocks
☐	☐	Legal description of lots to be created is shown on the drawing.
☐	☐	The location of any structure(s) on the lot or lots thereon, together with the precise nature, location, and dimensions is shown on a separate drawing.
☐	☐	Name, signature, and seal of the registered design professional who prepared the administrative plat is shown on the drawing.
☐	☐	No new street or alley or other public improvements are needed or proposed.
☐	☐	No vacation of streets, alleys, setback lines, access control or easements are required or proposed.
☐	☐	The lot split will not result in significant increases in service requirements (i.e., utilities, schools, traffic control, streets, etc.); or will not interfere with maintaining existing service level (e.g., additional curb cuts, repaving, etc.).
☐	☐	There is sufficient street right-of-way as required by these regulations or the Comprehensive Plan.
☐	☐	All easement requirements have been satisfied.
☐	☐	The split or plat will not result in a tract without direct access to a public street.
☐	☐	No substandard-sized lot or parcel will be created.
☐	☐	The lot patterns are consistent with the surrounding area.

Submission of Documents: The following documents are required at time of submission.

Yes	No	
☐	☐	Completed and signed application.
☐	☐	Four (4) copies of scale drawing are being submitted. Please make sure at least one of the copies is a mylar.

□ □ Owner Affidavit and Agent Affidavit, if applicant applying for the rezoning is not the owner of the property be rezoned.

□ □ For properties located within Jasper County, the applicant must complete the County check list information with the County Assessor's and County Collector's offices. Please see the form attached.

Applications that are incomplete or missing required documents will not be processed or approved until corrected and resubmitted.

Signature: _____ **Date:** _____

Office Use Only

Approved: □ Denied: □

Action by: _____ Title: _____

ASSESSOR'S OFFICE PLAT CHECKLIST

PLAT NAME _____

TAX ASESSOR OFFICE:
302 S Main St, Carthage, MO 64836
(417) 358-0440

Legal Description checked by: _____

Date: _____

Tax Number: _____

TAX COLLECTOR OFFICE:
601 Pearl Ave #107, Joplin, MO 64801
(417) 625-4324

Taxes paid for year: _____

Verified by: _____

*As of February 3, 2025, the Jasper County Recorder's Office is requiring this form to be completed prior to any plats being recorded. This form must be completed and submitted with the rest of the application. For any questions or concerns, please contact the Jasper County Recorder's office at 417-358-0431.