Final Plat Procedures

Applicability. Plat applications are required to establish or alter the legal boundaries of property, and to account for public facilities and services, infrastructure, development patterns, public realm design or other long-range growth and development considerations prior to potential fracturing of ownership. Plat applications may be initiated by the property owner.

Specifically plat applications shall apply to:

1. Any division of land into more than one lot or parcel, unless all resulting lots or parcels are larger than five acres and to be used primarily for agriculture purposes;
2. Any adjustment of previously platted lots that alter the legal boundaries or potential ownership patterns, other than those by operation of law, acquisition by a public entity, or by court order; and
3. Any development on previously unplatted property where access or connections to public infrastructure or public streets will be required, or where public or private easements will be required to build infrastructure.

Review Criteria. A final plat shall be reviewed according to the following criteria:

1. The layout and design of the final plat is substantially consistent with the approved preliminary plat considering the number and types of lots or parcels; the block layout, street designs and access; the open space systems and civic design elements; the infrastructure systems; or other elements of coordinated developments. Adjustments to the preliminary plat that do not affect the overall concept, development patterns, phasing, and concurrencies of facilities and amenities may be considered substantially consistent.
2. The construction plans for any utilities, infrastructure or public facilities meet all technical specifications.
3. The phasing and timing of public improvements ensures construction and performance guarantees.
4. Any deviations in the final plat from the preliminary plat brings the application in further compliance with the comprehensive plan, the applicable zoning standards, and the purposes and intent of this code.
5. The recommendations of professional staff, or any other public entity asked to officially review the plat.

Review Procedure. In addition to the general requirements in Table 2-1 and Section 2.01 the following procedures apply to preliminary plat applications.

1. A final plat not meeting the review criteria may require reprocessing as a revised preliminary plat.
2. The Planning Commission shall review the final plat for conformance with the planning and design elements, and the engineering specifications.

3. Prior to forwarding a final plat approved by the Planning Commission to the City Council, the Director shall verify that the applicant has proper surety for required improvements as required by Section 3.03, Required Improvements.
4. A final plat approved by the Planning Commission shall be forwarded to the City Council for review and acceptance of any dedications of land for public purposes or other public improvements. If the City Council refuses acceptance, they shall state the specific reasons for the refusal, and allow the applicant up to 60 days to cure the issue.
5. Any street or public facility not approved by the Planning Commission in terms of location, classification or design, whether denied by the Planning Commission and appealed to the City Council, or approved by the City Council as a revised condition on a final plat, may only be approved and accepted by the City Council with a two-thirds approval of the legislative body.
6. The Planning Commission and City Council shall make a decision within 60 days of submission of the plat to the Commission or Council, unless the applicant consents to a longer period for consideration.

Effect of Decision. The approval of the final plat and acceptance of the dedication of land for public purposes may be conditioned upon payment of all other applicable fees or execution of all applicable agreements prior to recording. Any approval with conditions or exceptions to the rules shall be clearly stated on the plat.

1. Once approved and all conditions are satisfied, the City Clerk shall cause the approved final plat to be recorded in applicable county with the Recorder of Deeds. Any plat not recorded within two years from the date of acceptance of land by the City Council shall expire.
2. Upon recording of the plat, the applicant may proceed with the design and construction of required improvements. No building permit shall be authorized until the completion, inspection and acceptance of all required improvements.
3. For all single-family residential development in residential zoning districts, or other development not requiring approval of a site plan, development rights shall vest subject to compliance with zoning regulations upon recording of a final plat. If construction has not begun and substantial progress being made within five years of recording the plat, the development rights shall expire unless and extension is granted.
4. For all non-single-family development requiring a site plan development rights shall not vest until the plat has been recorded and the site plan is approved. If no site plan is approved within five years of recoding of the plat, the development rights shall expire unless an extension is granted or phasing has otherwise been approved through the platting process.

Final 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: $0
Received: _____
Subdivision No.: _____
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: _____

Name of Subdivision: _____

Total Acres: _____ Total Lots: _____

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

To be shown on plat: The following information is **required** to be shown on the plat.

Yes	No	
☐	☐	Name of the subdivision

□	□	Location of section, township, range, county, and state, including the descriptive boundaries of the subdivision based on an accurate traverse, giving angular and linear dimensions which must be mathematically correct
□	□	Location of monuments or benchmarks. Location of such monuments shall be shown in reference to existing official monuments or the nearest established street, lines, including the true angles and distances to such reference points or monuments
□	□	The location of lots, blocks, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet with the length of radii on all curves, and other information necessary to reproduce the plat on the ground. Dimensions shall be shown from all curbs to lot lines
□	□	Lots numbered clearly. Blocks numbered or lettered clearly in the center of the block
□	□	Exact locations, widths and names of all streets and alleys to be dedicated. Street names coordinate with existing city streets
□	□	Boundary lines and descriptions of the boundary lines of any area other than streets and alleys, which are to be dedicated or reserved for public use
□	□	Minimum area and associated minimum elevation for the building on each lot planned as a building site when requested by the Planning and Zoning Commission
□	□	Building setback lines on the front, side, and rear property lines dimensions. Meet minimum zoning requirements
□	□	Name and address of the registered land surveyor preparing the plat
□	□	Scale of plat, 1" = 100' or larger, date or preparation and north point
□	□	Statement dedicating all easements, streets, alleys, and all other areas not previously dedicated

Submission of Documents: The following documents **must** be submitted in addition to this application.

Yes	No	
□	□	Was the original on mylar, and 20 paper copies submitted?
□	□	Was a .pdf copy, ArcGIS-compatible shapefile, and .docx of legal description submitted on thumb drive?

□ □ Was a bond or letter of credit submitted?

□ □ Has certification been submitted stating that all taxes and special assessments due and payable have been paid?

□ □ Is the signature of owner(s) and, as necessary, mortgager(s) on plat?

□ □ Are dedications or reservations signed over on plat?

□ □ Has the surveyor preparing plat stamped and signed?

□ □ Has a copy of any deed restrictions or covenants been provided?

□ □ 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.

How has installation of the following improvement been guaranteed?

	Construction	Bond	Petition (%)
Streets	_____	_____	_____
Water	_____	_____	_____
Sewer	_____	_____	_____
Sidewalks	_____	_____	_____
Stormwater	_____	_____	_____
Other, as required			
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

□ □ Are additional comments attached?

Final plats that do not meet subdivision regulations will **not** be processed or scheduled on an agenda to the Planning and Zoning Commission until corrected.

Signature: _____ Date: _____

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.