ARTICLE 12

PLAT APPROVAL

PLAT APPROVAL PROCESS

Any subdivision of land within the jurisdiction of the City of Joplin must, with certain exceptions, follow the procedures outlined below. The simple division of one lot into two lots may qualify for a Lot Split, explained in the subdivision regulations.

The applicant shall first meet with City staff to receive an explanation of the subdivision procedure and its requirements, information on the current zoning, and an application form.

The application form shall be filled out **completely** and returned to the Office of the Municipal Planner with the appropriate filing fee and any required supplemental information. As a part of the application, 10 paper copies, a .pdf copy, shapefile, and .docx copy of the legal description on a thumb drive of the preliminary plat conforming to the requirements of the subdivision regulations shall be submitted. Additionally, a vicinity map showing the location of the proposed subdivision shall be submitted. An application shall not be processed until it has been fully completed, the appropriate fee paid, and all requested information submitted.

The Planning and Zoning Commission, based on the standards set out in the subdivision regulations, may approve, approve conditionally, or disapprove the preliminary plat within 60 days of receiving the plat at a regularly scheduled meeting.

The subdivider shall submit the final plat application form, along with the appropriate fee and any required supplemental information. Included as part of the application shall be the original on mylar and 20 paper copies of the final plat prepared in accordance with the subdivision regulations.

The Planning and Zoning Commission shall review the final plat, and, based on the approved preliminary plat and the standards set out in the subdivision regulations, recommend approval or denial of the final plat.

The City Council shall review the final plat for consideration for any dedication from the subdivider of street rights-of-way, drainage easements, park lands, or other property to be used for public purposes and shall approve or deny the plat.

CITY OF JOPLIN, MISSOURI

FINAL PLAT CHECKLIST

Subdivision No.:_____
Date Filed:_____
Date of Meeting:_____
Filing Fee: $0

Return Form To:
Planner
602 S. Main St.
Joplin, Missouri 64802
417-624-0820 Ext. 1511
FAX 417-625-4738

I. Name of Subdivision:_____

II. Name of Owner:_____

III. Name of Subdivider:_____

IV. Name of Person who prepared the Plat:_____

V. Point of Contact:_____ Phone No.: _____

VI. Email:_____

VII. Location of Property by Streets:_____

VIII. Present Zoning of Property:_____

IX. Present Uses of Property:_____

X. No. of Acres in Total Tract:_____ No. of Lots:_____

XI. Date of Hearing:_____

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.

XII. Does the Final Plat show the following information?	Yes	No
A. Name of the subdivision	_____	_____
B. 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.	_____	_____
C. 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. _____ _____

D. 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. _____ _____

E. Lots numbered clearly. Blocks numbered or lettered clearly in the center of the block. _____ _____

F. Exact locations, widths and names of all streets and alleys to be dedicated. Street names coordinate with existing city streets. _____ _____

G. 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. _____ _____

H. 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. _____ _____

I. Building setback lines on the front, side, and rear property lines dimensions. Meet minimum zoning requirements. _____ _____

J. Name and address of the registered land surveyor preparing the plat. _____ _____

K. Scale of plat, 1" = 100' or larger, date or preparation and north point. _____ _____

L. Statement dedicating all easements, streets, alleys, and all other areas not previously dedicated. _____ _____

XIII. Was the original on mylar, and 20 paper copies submitted? _____ _____

XIV. Was a .pdf copy, shapefile, and .docx of legal description submitted on thumb drive? _____ _____

XV. Have all acknowledgments been signed?

A. Owner or owners and all mortgager. _____ _____

B. Dedications or reservations. _____ _____

C. Surveyor preparing plat. _____ _____

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

XVII. Deed Restrictions:

A. Are any deed restrictions planned for subdivision? _____ _____

B. If so, has a copy been submitted? _____ _____

XVIII. How has installation of the following improvement been guaranteed?

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

XIX. 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