

Minor Subdivision Review Checklist

X = SUBMITTED O = TO BE SUBMITTED N = NOT APPLICABLE R = REVISE

APPLICABILITY REVIEW

- ___ EXISTING PROPERTY IS PLATTED, OR UNPLATTER PROPERTY THAT IS SERVED BY CITY WATER AND SEWERS
- ___ PROPOSED LOTS COMPLY WITH ALL THE SUBDIVISION DEISGN AND IMPROVEMENTS STANDARDS OF THE ZONING & DEVELOPMENT CODE (88-405). (the requirement for street improvements may be waived by the Director)
- ___ PROPOSED LOTS FRONT ON AN IMPROVED RIGHT-OF-WAY, NOT REQUIRING NEW STREET OF EXTENSION OF MUNICIPAL FACILITIES OR OTHER PUBLIC IMPROVEMENTS.
- ___ PROPOSED SUBDIVISION DOES NOT CONFLICT WITH THE MAJOR STREET PLAN OR OTHER PROVISIONS OF THE ZONING & DEVELOPMENT CODE.
- ___ ALL REQUIRED DEDICATION OF PUBLIC RIGHT-OF-WAY AND EASEMENTS ARE MADE AND ACCEPTED BY THE CITY COUNCIL.
- ___ PROPOSED SUBDIVISION DOES NOT ADVERSELY AFFECT THE REMAINDER OF THE PARCEL.
- ___ PROPOSED LOT DEPTH GENERALLY DOES NOT EXCEED THREE TIMES THE LOT WIDTH, WHEN THE AREA SUBDIVIDED IS ONE ACRE OR LARGER.

PUBLIC INFRASTRUCTURE REVIEW

- ___ ALL PROPOSED LOTS SERVED BY PUBLIC SANITARY SEWER, OR LOTS ARE LARGER THAN 3 ACRES.
- ___ ALL PROPOSED LOTS ARE SERVED BY PUBLIC RIGHT-OF-WAY.
- ___ STREET R/W WIDTH ARE LABELED AND MEET CURRENT STANDARDS.

COMMENTS:

PLAT DRAWING

- ___ "CERTIFICATE OF SURVEY", "PLAT OF SURVEY" OR "LOT SPLIT SURVEY" INDICATED ON THE DRAWING
- ___ LEGAL DESCRIPTION (ALL CALL OUTS AND ACREAGE SHOWN)
- ___ SECTION – TOWNSHIP – RANGE (INDICATED ON THE DRAWING)

___ LANGUAGES (NOT ALL MAY BE APPLICABLE)

___ PLAT DEDICATION

___ FLOODPLAIN

___ RESTRICTED ACCESS

___ BUILDING HEIGHT

___ OTHER

___ SIGNATURE BLOCKS (OWNERS; LDD)

___ NOTARIAL LANGUAGE

___ SURVEYORS CERTIFICATION

___ NORTH ARROW, SCALE, GRAPHIC

___ LOCATION MAP

___ LOT DIMENSIONS, BEARINGS

___ TIE TO CONTROL POINT, TRAVERSE TABLE, CONVERSION FACTOR

___ LEGEND OF MONUMENTATION

___ EASEMENTS

___ LOT/TRACT NUMBERS

___ ABUTTING PLATS

___ COPY OF THE CURRENT TAX RECEIPT

OWNERSHIP CERTIFICATE (TITLE REPORT)

___ CURRENT WITHIN 90 DAYS

___ CITY TAXES PAID CURRENT

___ COUNTY TAXES PAID CURRENT

___ SPECIAL TAXES PAID CURRENT

___ LEGAL DESCRIPTION MATCHES PLAN

___ OWNERSHIP MATCHES DRAWING

___ DEED OF TRUST (SUBORDINATION OR PARTIAL DEED NEEDED)

___ EXISTING EASEMENTS

___ WAS PROPERTY OWNED BY LAND BANK W/IN LAST 3 YEARS (NEED WAIVER FROM
LAND BANK TO SUBDIVIDE PROPERTY)

COMMENTS:

SUPPLEMENTAL INFORMATION (PLAT DRAWING)

Legal Description – Metes and bounds description of the plat boundary. All call outs in the legal description should be reflected on the plat drawing. The amount of acreage should be included in the legal description.

Languages - will vary between plats and some languages may not be applicable to all plats. (See languages below)

PLAT DEDICATION...THE UNDERSIGNED PROPRIETORS OF THE ABOVE DESCRIBED TRACT OF LAND HAS CAUSED THE SAME TO BE SUBDIVIDED IN THE MANNER SHOWN ON THE ACCOMPANYING PLAT, WHICH SUBDIVISION SHALL BE HEREAFTER KNOWN AS "(PLAT NAME)"

FLOODPLAIN...THE LANDS HEREIN PLATTED LIE TOTALLY/PARTIALLY WITHIN THE LIMITS OF A REGULATORY FLOODPLAIN, AS DESIGNATED ON THE OFFICIAL FLOODPLAIN DOCUMENTS AND ARE SUBJECT TO THE RESTRICTIONS OF CHAPTER 28, CODE OF ORDINANCES OF KANSAS CITY, MISSOURI, AND ARE FURTHER SUBJECT TO THE REVISIONS OF CHAPTER X- FEDERAL INSURANCE ADMINISTRATION, SUBCHAPTER B- NATIONAL FLOOD INSURANCE PROGRAM FOR ELIGIBILITY THEREOF. HOWEVER, DUE TO CHANGE IN CIRCUMSTANCES, THE BOUNDARIES AS SHOWN HEREON MAY BE MODIFIED FROM TIME TO TIME. THEREFORE, SPECIFIC INFORMATION CONCERNING THE LOCATION OF THE FLOODPLAIN BOUNDARIES SHOULD BE ASCERTAINED AT THE PERTINENT TIME FROM THE APPROPRIATE AUTHORITIES, THE CITY OF KANSAS CITY, MISSOURI AND THE FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION.

RESTRICTED ACCESS...NO VEHICULAR ACCESS TO.....(NAME OF STREET).....FROM LOTS.....(LIST ADJACENT LOTS).....IS PERMITTED.

BUILDING HEIGHT...(KCI)...THE SUBJECT PROPERTY IS LOCATED WITHIN THE KANSAS CITY INTERNATIONAL AIRPORT HEIGHTS ZONE MAP, DOCUMENT NO. 138-27, DATED MARCH 1982 AND IS WITHIN THE TRANSITIONAL SURFACE AND ILS APPROACH SURFACE. THE HEIGHT OF ANY STRUCTURE SHALL NOT EXCEED ELEVATION 1100 TO 1140 (USGS DATUM).

(DOWNTOWN AIRPORT)...THE SUBJECT PROPERTY IS LOCATED WITHIN THE KANSAS CITY DOWNTOWN AIRPORT HEIGHTS ZONE MAP, DOCUMENT NO. 157-D-30, DATED MARCH 1982 AND IS WITHIN THE TRANSITIONAL SURFACE AND ILS APPROACH SURFACE. THE MAXIMUM HEIGHT OF ANY STRUCTURE SHALL NOT EXCEED 1000 FEET.

SUPPLEMENTAL INFORMATION (RECORD INFORMATION CERTIFICATE)

Record Information Certificate – (Title Report)

-The developer shall submit an ownership certificate from a title company which shows the following information, the legal description of the land being subdivided; the ownership of all property within the described property; any deeds of trust, liens, attachments or encumbrances upon the property being subdivided; a statement of taxes and assessments due and payable upon the property described; the existing easements or right of way of record.

Current within 120 days – The ownership certificate must be current within 120 days prior to the date of submission to the city council.

City taxes paid current - City taxes for the current year and prior years must be paid. The developer is required to submit copies of the paid tax receipts. (The City Treasurer signs the ordinance that approves the plat. Copies of the paid tax receipts verifies that the taxes are paid current)

County taxes paid current - The County will not record a plat unless the County taxes are paid current.

Special taxes paid current – If special assessment taxes exist, they must be paid current. If special assessment taxes for sewers exist and there is proposed street right of way being dedicated on the plat, the special assessment taxes will need to be apportioned and paid for that amount of land being dedicated for street right of way. (The Surveyor will need to provide the square footage of the parcel(s) that the plat is coming out of, the square footage of the plat within that parcel(s), the square footage of the street right of way being dedicated within the parcel(s) along with a drawing of the above. The Finance Department will calculate the amount due upon receipt of the information provided them. Once the apportionment is paid it will remove the encumbrance from the proposed right of way and allow the City to accept the right of way. An option would be that the Developer pay off the special assessment taxes in full prior to the plat approval ordinance being submitted to the City Council for approval.)

Legal description -The entire area being platted must be covered by the legal description. (In some instances more that one RIC must be submitted in order to cover the entire area being platted). The legal description may cover additional lands as long as the entire area being platted is covered.

Ownership matches drawing - The owners shown on the RIC and the signee of the plat must match exactly.

Deeds of Trust - If a deed of trust is shown on the RIC, it must be partially released or subordinated. If proposed street right of way is being dedicated on the plat, a **Partial Deed of Release** will be required. The partial deed of release will remove the encumbrance from the proposed right of way so that the City will be able to accept the right of way. If there is not proposed street right of way being dedicated, a **Subordination of the Deed of Trust** will be required. Both the partial deed of release and the subordination of the deed of trust are executed by an officer of the company holding the deed of trust.

Existing easements - All existing easements that lie within the plat boundary should be shown on the plat drawing with sufficient data to tie down the alignment and the recording information shown. (document , book and page numbers). Copies of the existing easements may be requested from the surveyor if necessary to verify their locations. If a private utility company has an existing easement that lies within or crosses any proposed street right of way dedication, a **Subordination Agreement** or **Disclaimer** must be submitted from the utility company.

Miscellaneous items - When items such as liens, judgments or other legal items are listed on the RIC, the Assistant City Attorney should be consulted for direction on any supporting documentation or action that may be necessary.