



CITY OF ROCK HILL

320 W. Thornton Ave • Rock Hill, MO 63119 • (314)968-1410 • Fax (314)968-4843

Instructions for Filing an Application for a Record Plat

1. The petitioner must submit the following:
 - Completed application
 - 2 folded copies of the applicable plans for initial staff review. Additional copies will be needed for review by the Planning and Zoning Commission and/or the Board of Aldermen.
 - \$100 fee
2. The Petitioner or an authorized representative should attend the meeting to answer any questions regarding the petition.
3. If you need additional assistance, please contact Jennifer Yackley, Assistant to the City Administrator, at 314-968-1410 ext. 314.



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Application for Record Plat

PART A: PARTIES OF INTEREST

Petitioner's Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____

Authorized Agent's Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____

Interest in the project (Engineer, Attorney, Architect) _____

Property Owner's Name (if different): _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____

PART B: SITE DESCRIPTION

Proposed Subdivision Name: _____

(The name shall not duplicate or be alike in pronunciation of the name of any plat theretofore recorded in the City)

Legal Address of Each Parcel to be Consolidated

Locator Number

1.	
2.	
3.	

(if needed, please attach property information for additional parcels on separate sheet)

PROPOSED LOT ONE

Lot size to nearest tenth of an acre: _____

Zoning: _____

Description of Change:



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PROPOSED LOT TWO

Lot size to nearest tenth of an acre: _____

Zoning: _____

Description of Change:

(If needed, please attach property information for additional parcels on separate sheet)

PART D: CHECK LIST

_____ Two full size copies of plans must be submitted initially for staff review. Additional plan sets will be required later to forward to the Planning and Zoning Commission and/or Board of Aldermen.

_____ The boundaries of the property, the lines of all proposed streets and alleys with their widths and names and any other areas intended to be dedicated to public use.

_____ The lines of adjoining streets and alleys, with their widths and names.

_____ All lot lines, building lines and easements with figures showing their dimensions.

_____ All dimensions, both linear and angular, necessary for locating boundaries, of the subdivided area, including lots, streets, alleys, easements and building line setbacks, and any other similar public or private uses. The linear dimensions shall be expressed in feet and decimals of a foot.

_____ Radii, arcs and chords, points of tangency, central angles for all curvilinear streets, and radii for all rounded corners.

_____ Permanent survey monuments, at angle points, points of curves in streets and at such other points as shall be required by the City Engineer, or at related points approved by the City Engineer. Such monuments shall be either stone or concrete not less than four (4) inches square at the top and six (6) inches square at the bottom and thirty (30) inches long.

_____ Title and description of property subdivided, showing its location and extent, point of compass, scale of plan, name of subdivider, certificate and seal of registered civil engineer or surveyor that the plan represents a survey made by him/her and that the results of the survey are correctly shown thereon.

_____ Any private restrictions shall be shown on the plat and the plat shall contain proper acknowledgements of owners and holders of mortgages accepting the platting and restrictions.

_____ If any street or public place is to be dedicated to public use the person submitting the plat shall also furnish a certified copy of an abstract or certificate of title made by a responsible title examiner, showing that the title to the land is fully vested in the person making the dedication.

_____ A certificate shall accompany the final plat showing that all taxes due and payable have been previously paid.

PART F: SIGNATURES

Date

Signature of Petitioner

Date

Signature of Owner