



SUBDIVISION PLAT APPLICATION
CITY of CAPE GIRARDEAU

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

Name of Subdivision		Type of Plat: Preliminary, Record, or Boundary Adjustment	
Applicant		Property Owner of Record (if other than Applicant)	
Mailing Address	City, State, Zip	Mailing Address	City, State, Zip
Telephone	Email	Telephone	Email
Contact Person (If Applicant is a Business or Organization)		(Attach additional owners information, if necessary)	
Professional Engineer/Surveyor (if other than Applicant)		Developer (if other than Applicant)	
Mailing Address	City, State, Zip	Mailing Address	City, State, Zip
Telephone	Email	Telephone	Email

**ADDITIONAL ITEMS
REQUIRED**

See Instructions for more information.

In addition to this completed application form, the following items must be submitted:

- Review Fee (payable to City of Cape Girardeau)
 - Single-Family or Two-Family Residential: \$20.00 per lot (\$100.00 minimum)
 - Multi-Family Residential: \$20.00 per dwelling unit (\$100.00 minimum)
 - Non-Residential : \$20.00 per acre (\$100.00 minimum)
- Recording Fee Deposit (payable to City of Cape Girardeau)

Sheet Size	Record Plat	Boundary Adjustment Plat
18" x 24"	\$44.00	\$24.00
24" x 36"	\$69.00	\$29.00

(The City reserves the right to issue a partial refund or collect an additional fee if the actual recording cost differs from the deposit amount)

- Two (2) full size prints of the plat
- Digital file of the plat in .pdf format (can be emailed)

CERTIFICATION

I hereby certify that I am the sole Property Owner of Record or an agent duly authorized by the Property Owner(s) of Record to file this application on their behalf. I acknowledge that plats for subdivisions involving public improvements will be held from City Council review until the improvements are completed and ready for acceptance by the City, or an escrow agreement for the improvements is executed. I further acknowledge that plats for subdivisions involving common land and/or elements require the submission of covenants and a deed ensuring the perpetual maintenance and supervision of the common land and/or elements by trustees prior to recording of the record plat.

Applicant Signature and Printed Name

Date

OFFICE USE ONLY	
Date Received & By _____	MUNIS Application No. _____
Planning & Zoning Commission Recommendation _____	Date _____
City Council Final Action _____	Date _____

CITY OF CAPE GIRARDEAU SUBDIVISION PLAT APPLICATION INSTRUCTIONS

Preliminary plats (required for phased subdivisions) and record plats are subject to the subdivision plat process, which consists of reviews by the City staff, the Planning and Zoning Commission, and the City Council.

The application deadline is three (3) weeks prior to the Planning and Zoning Commission meeting date. The Commission meets on the second Wednesday of each month. Applications must be submitted in person or delivered to: City of Cape Girardeau, Development Services Department, 401 Independence Street, Cape Girardeau, MO 63703.

City Staff will review each application for completeness. If additional information is needed, the applicant will be contacted. Incomplete applications will not be reviewed until the requested information is provided.

Once an application has been deemed complete, it will be placed on the Planning and Zoning Commission agenda. Staff will review the plat for compliance with the subdivision plat requirements (see next page) as well as the subdivision regulations (Article XII of the Development Code). Upon review, a letter will be prepared and sent to the applicant identifying any required corrections. The applicant must then make the corrections to the plat and resubmit.

Once the corrected plat is received, staff will verify the required corrections have been made. If there are no further corrections by the time the staff report is issued, staff will recommend approval of the plat. If there are outstanding corrections, staff will recommend approval subject to the corrections being made. The Planning and Zoning Commission will review the plat and make a recommendation to the City Council. The applicant, property owner(s) of record, or their representative must appear at the hearing and present the approval request to the Commission. If no one appears, the Commission may table the request. Once all corrections have been made, the applicant must submit prints and a digital file of the plat as requested by staff.

If a preliminary plat is required, the City Council will review the plat, and a motion will be made to approve it. If the motion passes, the City will sign and seal the approved plat prints. One print will be returned to the applicant and the rest will be placed in the City files. The applicant may then proceed with submitting a record plat for the first phase.

For subdivisions involving public improvements (streets, water and sewer mains, etc.), improvement plans must be submitted to the Development Services Department for review. Upon approval of the improvement plans, the improvements must be completed and ready for acceptance by the City, or an escrow agreement for the improvements executed, prior to the City Council's review of the record plat.

The City Council will review the record plat at two separate meetings. If the ordinance approving the plat is passed, it becomes effective ten (10) days after the date of passage. It is recommended that the applicant obtain each property owner's signature and notarization on the plat prints prior to the effective date in order to avoid delays in recording them. Once the plat prints have been signed by the property owner(s) and notarized, the City will sign and seal the prints and submit them to the Cape Girardeau County Recorder of Deeds Office for recording.

Subdivisions involving common land and/or elements are required to have covenants and a deed which ensure the perpetual maintenance and supervision of the common land and/or elements by trustees (such as a homeowners association). The covenants and deed must be submitted to the Development Services Department for review. Upon approval, staff will handle the recording of the record plat, covenants, and deed. The City will send an invoice to the applicant for the costs of recording the covenants and deed.

Boundary adjustment plats are not subject to the subdivision plat process. The plat is reviewed by staff only and if approved, the plat prints are submitted to the Cape Girardeau County Recorder of Deeds Office for recording. The plat cannot create additional lots, reduce original lots below the required minimum size, or change easement or utility lines.

For questions, please contact the Development Services Department at (573) 339-6327.

**City of Cape Girardeau
Subdivision Plat Requirements**

Preliminary Plat Requirements

- Location map showing the tract in relation to the City
- North arrow and graphic scale
- Name of plat/subdivision, date of submission, and the following names and addresses:
 - Property owner(s) of record
 - Party who prepared the preliminary plat
 - Party for whom the preliminary plat was prepared
 - Surveyor who will survey the tract
 - Engineer who will design the improvements
- Approximate area of tract stated in tenths (0.1) of an acre
- Sufficient contour data to indicate the slope and drainage of the tract and the high and low points thereof. Contour data shall extend one hundred and fifty (150) feet beyond the limits of the subdivision boundaries. U.S.G.S data is acceptable.
- Locations of existing and proposed property lines, streets, street lights, watercourses, sinkholes, railroads, bridges, culverts, storm sewers, sanitary sewers, water lines, easements of record, existing buildings or other improvements that are to remain
- Zoning district, including delineation of the floodplain, if any, and the township, range, section and U.S. Survey
- Areas of the smallest and largest proposed lots, in square feet if less than one (1) acre in area, and in acres and tenths of acres if one (1) acre or more in area
- Any proposed alteration, adjustment or change in the elevation or topography of any area in a floodplain district
- Proposed type of treatment or method of sewage disposal to include name or location of trunk and lateral line or qualified treatment system, where applicable
- Proposed method of providing water service to the tract
- Certification by the party who prepared the plat that the plat is a correct representation of all existing and proposed land subdivisions

Record Plat Requirements

- Location map showing the tract in relation to the City
- North arrow and graphic scale
- Boundary lines within and the boundary lines of the subdivision with accurate distances and bearings; also in section, U.S. Survey and congressional, township and range lines; and the boundary lines of any legally established districts within or adjacent to or abutting on the subdivision
- Boundary lines of all adjoining lands where the boundary intersects or touches the subdivision boundary and the right-of-way lines of adjacent streets and alleys with their widths and names
- Lines of all proposed streets and alleys with the width of the rights-of-way and names
- An accurate delineation of any property offered for dedication to public use
- Line of departure between intersecting/diverging streets
- All lot lines and an identification system for all lots and blocks
- Building lines and easements for rights-of-way provided for public use, service or utilities, with figures showing their dimensions, and listing uses that are being provided
- All dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the subdivision, blocks, lots, streets, alleys, easements, building lines, and of any other areas for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot.
- All survey monuments, together with their descriptions
- Approximate area in square feet of minimum and maximum size of lots, if less than one (1) acre in area, and in acres and tenths of acres if one (1) acre or more in area, into which the tract is proposed to be subdivided
- Name of subdivision and description of property subdivided, showing its location and area

- Certification by a registered land surveyor to the effect that the plat represents a survey made by him or her, and that the locations of all required survey monuments, installed or to be installed, are correctly shown thereon. The month and year during which the survey was made shall also be shown.
- Private restrictions and trusteeships where required by ordinance and their periods of existence. Should such restrictions and trusteeships be of such length as to make the lettering of same on plat impractical and thus necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat.
- Language dedicating all streets and alleys to public use

Survey Plat for Boundary Adjustments Requirements

- Header text: SURVEY PLAT FOR BOUNDARY ADJUSTMENTS WHERE A SUBDIVISION PLAT PROCESS IS NOT REQUIRED PER SECTION 25-1212, CHAPTER 25 OF THE CODE OF ORDINANCES OF THE CITY OF CAPE GIRARDEAU, MISSOURI.
- Location map showing the tract in relation to the City
- North arrow and graphic scale
- Boundary lines within and the boundary lines of the subdivision with accurate distances and bearings; also in section, U.S. Survey and congressional, township and range lines; and the boundary lines of any legally established districts within or adjacent to or abutting on the subdivision
- Boundary lines of all adjoining lands where the boundary intersects or touches the subdivision boundary and the right-of-way lines of adjacent streets and alleys with their widths and names
- Line of departure between intersecting/diverging streets
- All lot lines and an identification system for all lots and blocks
- Building lines and easements for rights-of-way provided for public use, service or utilities, with figures showing their dimensions, and listing uses that are being provided
- All dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the subdivision, blocks, lots, streets, alleys, easements, building lines, and of any other areas for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot.
- All survey monuments, together with their descriptions
- Approximate area in square feet of minimum and maximum size of lots, if less than one (1) acre in area, and in acres and tenths of acres if one (1) acre or more in area, into which the tract is to be platted
- Name of subdivision and description of tract to be platted, including location and area
- Certification by a registered land surveyor to the effect that the plat represents a survey made by him or her, and that the locations of all required survey monuments, installed or to be installed, are correctly shown thereon. The month and year during which the survey was made shall also be shown.
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