



**SUBDIVISION PLAT APPLICATION**  
**CITY of CAPE GIRARDEAU**

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

<b>Name of Subdivision</b>		<b>Type of Plat</b> <input type="checkbox"/> Record <input type="checkbox"/> Preliminary <input type="checkbox"/> Boundary Adjustment	
<b>Applicant</b>		<b>Property Owner of Record (if other than Applicant)</b>	
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)	
<b>Professional Engineer/Surveyor (if other than Applicant)</b>		<b>Developer (if other than Applicant)</b>	
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 to [cityplanning@cityofcape.org](mailto:cityplanning@cityofcape.org))
- \_\_\_ Completed minimum requirements checklist

**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. Furthermore, I hereby acknowledge that the plat submitted with this application must meet certain requirements in order to be approved including, but not limited to: a) successfully addressing all review comments, and b) any and all new public improvements for the subdivision being completely installed and ready for acceptance by the City and/or covered under a performance guarantee agreement in accordance with the City's Code of Ordinances. If I am an agent, I hereby certify that I have notified the Property Owner(s) of Record and the developer of these requirements.

\_\_\_\_\_  
 Applicant Signature and Printed Name

\_\_\_\_\_  
 Date

<b>OFFICE USE ONLY</b>			
Date Received & By _____	File # _____	MUNIS Application # _____	MUNIS Permit # _____
Review Fee Received \$ _____	Recording Fee Received \$ _____	<input type="checkbox"/> Check # _____	<input type="checkbox"/> Credit Card <input type="checkbox"/> Cash
Preliminary and Record Plats:			
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. Boundary adjustment plats do not go through the subdivision plat process. Instead, they are reviewed by staff only and if approved, staff submits the plat prints to the Cape Girardeau County Recorder of Deeds Office for recording. A boundary adjustment plat cannot change the number of lots, reduce existing lots below the required minimum size, or change easement or utility lines. Applicants who are unsure of which type of plat they need to submit or have other questions should contact:

City of Cape Girardeau  
Planning Services Division  
401 Independence Street  
Cape Girardeau, MO 63703  
(573) 339-6327  
[cityplanning@cityofcape.org](mailto:cityplanning@cityofcape.org)

For preliminary plats and record plats, the application deadline is four (4) weeks prior to the Planning and Zoning Commission meeting date. The Commission meets monthly on the second Wednesday. Applications must be delivered to the Planning Services Division using the above contact information.

City staff will review each application for completeness. If required information and/or items are missing, the applicant will be contacted. Incomplete applications will not be reviewed until the requested information and/or items are provided.

Once an application has been deemed complete, it will be placed on the next Planning and Zoning Commission agenda. Staff will review the plat for compliance with the subdivision plat requirements (see attached) as well as the City's zoning and subdivision regulations. If a resubmission is necessary, a staff review letter will be prepared and sent to the applicant. The resubmission and review process continues until all staff comments have been successfully addressed and the plat is in its final form.

A staff report will be prepared and delivered to the Planning and Zoning Commission one (1) week prior to the meeting. The staff report, along with the meeting agenda, will also be delivered to the applicant. The staff report will contain one of the following recommendations: a) approval of the plat; b) approval of the plat, subject to staff's comments being successfully addressed; c) denial of the plat; or d) action on the plat be tabled (postponed). If the plat is not in its final form by this time, the staff report will recommend b, c, or d.

At the meeting, the Planning and Zoning Commission will review the plat and make a recommendation to the City Council. The applicant or their representative must attend the meeting to answer any questions regarding the plat.

A plat must be in its final form in order to be reviewed by the City Council. It is the applicant's responsibility to be informed as to the status of the plat and to address any issues affecting the review schedule. Once staff has determined that a plat is in its final form, the applicant will be notified to submit a digital file of the plat in .dxf format and the requisite number of prints. Each print must be signed and sealed by the professional surveyor and, in the case of a record plat, contain the notarized signature of each Property Owner of Record. The deadline for submitting prints is one (1) week prior to the Council meeting.

If the subdivision created by the plat involves new public improvements (such as water or sanitary sewer mains, streets, street lights, or sidewalks), then those improvements must be completely installed and ready for acceptance by the City and/or covered under a performance guarantee agreement in accordance with the City's Code of Ordinances before the City Council reviews the plat.

The City Council will vote on a motion to approve the plat. Preliminary plats are approved by motion and do not go on to the next Council meeting. Record plats are approved by ordinance and must receive approval of the first reading at one meeting and approval of the second and third readings at the next meeting. If approved, the plat prints will be signed by the City Clerk, who will also affix the City seal to them. For a preliminary plat, the developer may then proceed with the submission of the record plat for the first phase of the subdivision. For a record plat, the City Clerk will wait until the mandatory ten (10) day waiting period for ordinances has passed before signing and sealing the prints. Staff will then submit the plat prints to the Cape Girardeau County Recorder of Deeds Office for recording. Staff will notify the applicant when their copy of the recorded plat is ready for pick-up.

# City of Cape Girardeau

## Subdivision Plat Requirements (Record Plats)

### **MINIMUM REQUIREMENTS FOR RECORD PLATS – COMPLETE CHECKLIST AND SUBMIT WITH APPLICATION**

*(First column of check boxes is for professional engineer/surveyor; second column is for City staff)*

NAME OF SUBDIVISION: \_\_\_\_\_

- Sheet size - 18" x 24", 24" x 24", or 24" x 36"
- White background with black text and graphics; greyscale allowed; no other colors
- Border - rectangular, solid line(s)
- Title block - include name, address, and phone number of consultant preparing the plat; include box for original issue date and at least 3 revision issue dates
- Sheet number, if plat consists of more than one sheet
- Plat title - located at the top of the sheet, preferably centered; begin with "RECORD PLAT"; name cannot be a duplicate of an existing subdivision in the county or begin with "A RESUBDIVISION OF"
- Description beneath plat title - if existing platted lots are involved, begin with "ALL OF" or "PART OF" as applicable; include Block Number if applicable; include Book and Page or Document Number of existing plat; include vacated right-of-way/alley if applicable; end with "IN THE CITY AND COUNTY OF CAPE GIRARDEAU, MISSOURI"
- References - list all deeds, plats, separate easement instruments, etc. used in preparing the plat; include Book and Page or Document Number for each, if recorded
- North arrow with basis of bearings
- Graphic scale - 1:100 or less; must be a multiple of 10
- Vicinity map - lines only (no images); all nearby streets and major streets labeled; site labeled; include North arrow and "NTS" or "NOT TO SCALE"; use transparent background for labels
- Legend - list found monuments first, followed by set monuments, followed by: "SUBDIVISION BOUNDARY LINE", "LOT LINE TO BE ELIMINATED" and/or "NEW LOT LINE" as applicable, "EXISTING EASEMENT LINE" and/or "NEW EASEMENT LINE" as applicable, "BUILDING SETBACK LINE", "EXTERNAL PROPERTY LINE", "RIGHT-OF-WAY LINE", "CENTERLINE", other symbols as applicable
- Curve table and/or line table, if necessary - include unit symbols for distances/lengths
- Subdivision boundary and internal lines accurately drawn and labeled with bearing and distance or referenced to curve table/line table
- Section/township/range lines accurately drawn and labeled
- Adjacent parcel lines accurately drawn
- Subdivision boundary and internal lots checked for closure
- Each proposed lot labeled with lot number and area expressed in square feet and acres
- All parcels within and adjacent to the subdivision boundary labeled with record owner name and Book and Page or Document Number for deed
- All existing platted lots within and adjacent to the subdivision boundary labeled with subdivision name and Book and Page or Document Number for plat
- All existing easements within the subdivision boundary labeled as existing; include type of easement (water, sewer, utility, access, etc.); include Book and Page or Document Number, if recorded
- All new easements within the subdivision boundary labeled as "NEW \_\_\_' UTILITY EASEMENT", "NEW \_\_\_' ACCESS EASEMENT", or other type of easement as applicable
- All building setback lines within the subdivision boundary labeled; include depth
- All rights-of-way within and adjacent to the subdivision boundary labeled with street name (or labeled as alley if applicable) and right-of-way width
- All private streets within and adjacent to the subdivision boundary labeled with street name followed by "(PRIVATE STREET)" along with existing access easement information, if applicable, or shown in a new 50 foot access easement
- Notes:
  - Zoning - include zoning district name, minimum lot area, minimum lot width, maximum density if applicable, and setbacks; if zoning district has different standards based on land use type, include all standards and state the proposed use type(s)
  - Lot - include total number of lots, largest lot area, smallest lot area, and total subdivision area; include proposed density (for residential subdivisions)

**MINIMUM REQUIREMENTS FOR RECORD PLATS (CONTINUED)**

- Variance, if applicable - begin with "A VARIANCE IS SHOWN FOR" followed by "A REDUCED LOT AREA FOR LOT \_", "A REDUCED LOT WIDTH FOR LOT \_", or "A REDUCED \_\_\_\_\_ YARD SETBACK ALONG THE \_\_\_\_\_ LOT LINE OF LOT \_", as applicable
  - Exception, if applicable - begin with "AN EXCEPTION IS SHOWN FOR" followed by "THE OMISSION OF THE REQUIRED 10 FOOT UTILITY EASEMENT ALONG THE \_\_\_\_\_ LOT LINE OF LOT \_" or "A REDUCED UTILITY EASEMENT WIDTH ALONG THE \_\_\_\_\_ LOT LINE OF LOT \_", as applicable
  - Floodplain - begin with "A PORTION OF THE PROPERTY FALLS WITHIN" or "NO PORTION OF THE PROPERTY FALLS WITHIN", as applicable; if referencing a zone designation, state what that designation means
- List each record owner name and Book and Page or Document Number for deed, name and address of party for whom the plat was prepared, name and address of consultant that performed the survey and prepared the plat
- Subdivision Dedication:
- Begin with "THE UNDERSIGNED," followed by the owner name(s) as stated in the current deed(s); include "HUSBAND AND WIFE," if applicable; include "A [insert state name] LIMITED LIABILITY COMPANY," or "A [insert state name] CORPORATION," if applicable; followed by "OWNER OF" or "OWNERS OF" and a description matching the description beneath the plat title, followed by "CONTAINING \_\_\_\_\_ SQUARE FEET (\_\_\_\_ ACRES), MORE OR LESS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:"; followed by a legal description of the total subdivision area; followed by "HEREBY SUBDIVIDE" or "HEREBY SUBDIVIDES"; followed by "SAID TRACT INTO \_\_\_\_\_ AS SHOWN HEREON, WHICH IS A TRUE AND CORRECT REPRESENTATION OF SAID SUBDIVISION, WHICH IS HEREBY NAMED \_\_\_\_\_."
  - New right-of-way and/or easements - use standard language
- Legal description checked against drawing for congruence
- Owner signature line(s) with notary block(s) - include title after signatory name if owner is not an individual; include "HUSBAND AND WIFE," if applicable; include "A [insert state name] LIMITED LIABILITY COMPANY," or "A [insert state name] CORPORATION," if applicable
- If plat shows existing easement(s) to be released – use standard block for City Manager’s release
- City Clerk's certificate - use standard block for record plats
- County Recorder of Deeds' certificate - use standard block
- Surveyor's certificate

# City of Cape Girardeau

## Subdivision Plat Requirements (Preliminary Plats)

### **MINIMUM REQUIREMENTS FOR PRELIMINARY PLATS – COMPLETE CHECKLIST AND SUBMIT WITH APPLICATION**

*(First column of check boxes is for professional engineer/surveyor; second column is for City staff)*

NAME OF SUBDIVISION: \_\_\_\_\_

- Sheet size - 18" x 24", 24" x 24", or 24" x 36"
- White background with black text and graphics; greyscale allowed; no other colors
- Border - rectangular, solid line(s)
- Title block - include name, address, and phone number of consultant preparing the plat; include box for original issue date and at least 3 revision issue dates
- Sheet number, if plat consists of more than one sheet
- Plat title - located at the top of the sheet, preferably centered; begin with "PRELIMINARY PLAT"; name cannot be a duplicate of an existing subdivision in the county or begin with "A RESUBDIVISION OF"
- Description beneath plat title - if existing platted lots are involved, begin with "ALL OF" or "PART OF" as applicable; include Block Number if applicable; include Book and Page or Document Number of existing plat; include vacated right-of-way/alley if applicable; end with "IN THE CITY AND COUNTY OF CAPE GIRARDEAU, MISSOURI"
- References - list all deeds, plats, separate easement instruments, etc. used in preparing the plat; include Book and Page or Document Number for each, if recorded
- North arrow with basis of bearings
- Graphic scale - 1:200 or less; must be a multiple of 10
- Vicinity map - lines only (no images); all nearby streets and major streets labeled; site labeled; include North arrow and "NTS" or "NOT TO SCALE"; use transparent background for labels
- Legend - list found monuments first, followed by set monuments, followed by: "SUBDIVISION BOUNDARY LINE", "LOT LINE TO BE ELIMINATED" and/or "NEW LOT LINE" as applicable, "EXISTING EASEMENT LINE" if applicable, "BUILDING SETBACK LINE", "EXTERNAL PROPERTY LINE", "RIGHT-OF-WAY LINE", "CENTERLINE", other symbols as applicable
- Curve table and/or line table, if necessary - include unit symbols for distances/lengths
- Subdivision boundary and internal lines accurately drawn and labeled with bearing and distance or referenced to curve table/line table
- Section/township/range lines accurately drawn and labeled
- Adjacent parcel lines accurately drawn
- Subdivision boundary and internal lots checked for closure
- Each proposed phase of the subdivision labeled and separated from the other phase(s) by a unique line symbol
- Each proposed lot labeled with lot number and area expressed in square feet and acres
- All parcels within and adjacent to the subdivision boundary labeled with record owner name and Book and Page or Document Number for deed
- All existing platted lots within and adjacent to the subdivision boundary labeled with subdivision name and Book and Page or Document Number for plat
- All existing easements within the subdivision boundary labeled as existing; include type of easement (water, sewer, utility, access, etc.); include Book and Page or Document Number, if recorded
- All building setback lines within the subdivision boundary labeled; include depth
- All rights-of-way within and adjacent to the subdivision boundary labeled with street name (or labeled as alley if applicable) and right-of-way width
- All private streets within and adjacent to the subdivision boundary labeled with street name followed by "(PRIVATE STREET)" along with existing access easement information, if applicable
- All existing and new infrastructure improvements (water, sanitary sewer, storm sewer, stormwater detention basins, streets, sidewalks, street lights, etc.) within the subdivision boundary labeled as existing or new as applicable
- Existing contours (10 foot increments or less), floodplain limits, and other features (watercourses, culverts, railroad tracks, etc.)
- Notes:
  - Zoning - include zoning district name, minimum lot area, minimum lot width, maximum density if applicable, and setbacks; if zoning district has different standards based on land use type, include all standards and state the proposed use type(s)

**MINIMUM REQUIREMENTS FOR PRELIMINARY PLATS (CONTINUED)**

- Lot - include total number of lots, largest lot area, smallest lot area, and total subdivision area; include proposed density (for residential subdivisions)
  - Variance, if applicable - begin with "A VARIANCE IS SHOWN FOR" followed by "A REDUCED LOT AREA FOR LOT \_", "A REDUCED LOT WIDTH FOR LOT \_", or "A REDUCED \_\_\_\_ YARD SETBACK ALONG THE \_\_\_\_ LOT LINE OF LOT \_", as applicable
  - Floodplain - begin with "A PORTION OF THE PROPERTY FALLS WITHIN" or "NO PORTION OF THE PROPERTY FALLS WITHIN", as applicable; if referencing a zone designation, state what that designation means
- List each record owner name and Book and Page or Document Number for deed, name and address of party for whom the plat was prepared, name and address of consultant that performed the survey and prepared the plat
- Legal description of total subdivision area
- Legal description checked against drawing for congruence
- City Clerk's certificate - use standard block for preliminary plats
- Surveyor's certificate

# City of Cape Girardeau

## Subdivision Plat Requirements (Boundary Adjustment Plats)

### **MINIMUM REQUIREMENTS FOR BOUNDARY ADJUSTMENT PLATS – COMPLETE CHECKLIST AND SUBMIT WITH APPLICATION**

*(First column of check boxes is for professional engineer/surveyor; second column is for City staff)*

NAME OF SUBDIVISION: \_\_\_\_\_

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Sheet size - 18" x 24", 24" x 24", or 24" x 36"   |
| <input type="checkbox"/> | <input type="checkbox"/> | White background with black text and graphics; greyscale allowed; no other colors   |
| <input type="checkbox"/> | <input type="checkbox"/> | Border - rectangular, solid line(s)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Title block - include name, address, and phone number of consultant preparing the plat; include box for original issue date and at least 3 revision issue dates   |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheet number, if plat consists of more than one sheet   |
| <input type="checkbox"/> | <input type="checkbox"/> | Plat title - located at the top of the sheet, preferably centered; use standard boundary adjustment title   |
| <input type="checkbox"/> | <input type="checkbox"/> | Description beneath plat title - if existing platted lots are involved, begin with "ALL OF" or "PART OF" as applicable; include Block Number if applicable; include Book and Page or Document Number of existing plat; include vacated right-of-way/alley if applicable; end with "IN THE CITY AND COUNTY OF CAPE GIRARDEAU, MISSOURI"                            |
| <input type="checkbox"/> | <input type="checkbox"/> | References - list all deeds, plats, separate easement instruments, etc. used in preparing the plat; include Book and Page or Document Number for each, if recorded  |
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow with basis of bearings  |
| <input type="checkbox"/> | <input type="checkbox"/> | Graphic scale - 1:100 or less; must be a multiple of 10   |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity map - lines only (no images); all nearby streets and major streets labeled; site labeled; include North arrow and "NTS" or "NOT TO SCALE"; use transparent background for labels   |
| <input type="checkbox"/> | <input type="checkbox"/> | Legend - list found monuments first, followed by set monuments, followed by: "BOUNDARY LINE OF LOTS BEING ADJUSTED", "LOT LINE TO BE ELIMINATED" and/or "NEW LOT LINE" as applicable, "EXISTING EASEMENT LINE" if applicable, "BUILDING SETBACK LINE", "EXTERNAL PROPERTY LINE", "RIGHT-OF-WAY LINE", "CENTERLINE", "TRANSFER TRACT", other symbols as applicable |
| <input type="checkbox"/> | <input type="checkbox"/> | Curve table and/or line table, if necessary - include unit symbols for distances/lengths  |
| <input type="checkbox"/> | <input type="checkbox"/> | Subdivision boundary and internal lines accurately drawn and labeled with bearing and distance or referenced to curve table/line table  |
| <input type="checkbox"/> | <input type="checkbox"/> | Section/township/range lines accurately drawn and labeled   |
| <input type="checkbox"/> | <input type="checkbox"/> | Adjacent parcel lines accurately drawn  |
| <input type="checkbox"/> | <input type="checkbox"/> | Subdivision boundary and internal lots checked for closure  |
| <input type="checkbox"/> | <input type="checkbox"/> | Each tract clearly labeled with tract number and area expressed in square feet and acres; tract numbering to begin with tract(s) being transferred, followed by tract(s) being enlarged, followed by tract(s) being reduced   |
| <input type="checkbox"/> | <input type="checkbox"/> | All parcels within and adjacent to the subdivision boundary labeled with record owner name and Book and Page or Document Number for deed  |
| <input type="checkbox"/> | <input type="checkbox"/> | All existing platted lots within and adjacent to the subdivision boundary labeled with subdivision name and Book and Page or Document Number for plat   |
| <input type="checkbox"/> | <input type="checkbox"/> | All existing easements within the subdivision boundary labeled as existing; include type of easement (water, sewer, utility, access, etc.); include Book and Page or Document Number, if recorded   |
| <input type="checkbox"/> | <input type="checkbox"/> | All building setback lines within the subdivision boundary labeled; include depth   |
| <input type="checkbox"/> | <input type="checkbox"/> | All rights-of-way within and adjacent to the subdivision boundary labeled with street name (or labeled as alley if applicable) and right-of-way width   |
| <input type="checkbox"/> | <input type="checkbox"/> | All private streets within and adjacent to the subdivision boundary labeled with street name followed by "(PRIVATE STREET)" along with existing access easement information, if applicable  |
| <input type="checkbox"/> | <input type="checkbox"/> | Notes:  |
|                          | <input type="checkbox"/> | • Zoning - include zoning district name, minimum lot area, minimum lot width, maximum density if applicable, and setbacks; if zoning district has different standards based on land use type, include all standards and state the proposed use type(s)  |
|                          | <input type="checkbox"/> | • Lot - include total number of lots, largest lot area, smallest lot area, and total subdivision area; do not include transfer tracts in total number of lots or largest and smallest lot areas   |
|                          | <input type="checkbox"/> | • Floodplain - begin with "A PORTION OF THE PROPERTY FALLS WITHIN" or "NO PORTION OF THE PROPERTY FALLS WITHIN", as applicable; if referencing a zone designation, state what that designation means  |

**MINIMUM REQUIREMENTS FOR BOUNDARY ADJUSTMENT PLATS (CONTINUED)**

- List each record owner name and Book and Page or Document Number for deed, name and address of party for whom the plat was prepared, name and address of consultant that performed the survey and prepared the plat
- Legal description for each tract - use standard headers
- Legal descriptions checked against drawing for congruence
- If plat only involves one owner: Owner signature line(s) with notary block(s) - include title after signatory name if owner is not an individual; include "HUSBAND AND WIFE," if applicable; include "A [insert state name] LIMITED LIABILITY COMPANY," or "A [insert state name] CORPORATION," if applicable
- County Recorder of Deeds' certificate - use standard block
- Surveyor's certificate