MINOR SUBDIVISION PROCESS
City Plan Commission
Kansas City, Missouri

1. **Authority:** Chapter 88-535.

2. **Purpose:** Allows the creations of up to five (5) parcels of land without approval of a subdivision plat.

3. **General Requirements:**
   ALL lots or tracts created by a Certificate of Survey must meet the following requirements **without** variance:
   - ✓ Provide a minimum of 50 feet of frontage on a dedicated and built public street, except as provided by the Development Ordinance;
   - ✓ Conform to the requirements of the Development Ordinance for lot area and lot design;
   - ✓ Conform to lots in surrounding area;
   - ✓ Pay money in lieu of parkland dedication for new lots created;
   - ✓ Be served by existing public water; no new parcels may be created that are served by well or hauled water;
   - ✓ Lots created with less than **one** acre of area must be served by existing sanitary sewer;
   - ✓ Townhouse or common wall units must conform to all applicable requirements of Chapter 18, Buildings.

4. **Requirements for initial submittal:**
   - ☐ Application Form, plus one (1) copy
   - ☐ Filing fee (see schedule on Application Form)
   - ☐ Five (5) folded copies (8 folded copies for Condominium Plats) of a Certificate of Survey prepared by a Missouri registered land surveyor. Surveys shall be folded so as to fit into an 8½" x 14" case file folder and shall include the following items:
     1. Legal description of each parcel being created;
     2. Name, address, and phone number of firm preparing said certificate of survey;
     3. A drawing showing the lots described in said legal description;
     4. Verbiage on the face of the survey for the owners acknowledgment and the notary public witnessing such signatures;
     5. North arrow, scale, date, seal of surveyor and location sketch;
     6. Existing street rights-of-way and all street improvements, including pavement width, sidewalks, curbs, gutters and street lights;
     7. All easements of record documented as shown in the record information certificate;
     8. All existing improvements on the site, including buildings, driveways, and utilities.
     9. Existing street address of any existing buildings.
   - ☐ Two (2) copies of a Record Information Certificate, prepared by a title company and current within 90 days of the Effective date, which indicate the following:
     1. Ownership of the property;
     2. Legal Description;
     3. Existing easements of record;
     4. Deeds of trust or mortgages on the property (subordination and/or partial deeds of release will be required);
     5. Status of City and County Real Estate Taxes and any special taxes or assessments.

5. The certificate of survey is reviewed by City staff for conformance with the requirements listed above in Part 3. Upon completion of the review, the applicant is sent a letter confirming the approval or denial of their request. An approval letter may contain a list of additional requirements that will need to be complied with prior to final approval, as well as a copy of the preliminary certificate of survey marked with corrections to be made prior to receiving the City's final approval.

6. **Final submittal:**
   - ✓ **Six (6)** rolled paper copies of survey. To aid in the recording of these instruments, they should NOT be folded.
   - ✓ The Certificate of Survey must be signed by the current property owner(s) in the presence of a notary public and the surveyor preparing drawing.
   - ✓ The surveys will be stamped "Approved; No Plat Required" by City Development Department Staff.
   - ✓ The stamped approved survey will be distributed as follows:
     1.) Two (2) copies to applicant for recording in appropriate county.*****
     2.) Four (4) recorded copies to the City, with copies distributed to:
     Development Services, Land Development (two copies); Plans Management Branch (1); and Development Management case file (1).
     ***** In addition, two (2) Mylar copies of the survey are required for recording in Jackson County