

City Planning & Development Department Development Management Division

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How to Request Approval of a Subdivision Plat

In Kansas City, Mo., a subdivision is any land--vacant or improved--that is divided into two or more lots, parcels, sites or interests of less than 20 acres each. A subdivision plat, in its final, approved form, is the map or drawing showing the developer's plan for subdividing, and is filed with the county recorder's office.

Subdivision plats in Kansas City, Mo., must follow the requirements of Chapter 66 of the City's Subdivision Regulations and must, among other things, receive the approval of the City Plan Commission and the City Council.

The process by which approval of a subdivision plat is obtained involves three phases: the pre-application phase, the preliminary plat phase and the final plat phase. The process is somewhat complex and can take up to six months or more to complete. You can help avoid unnecessary delays by carefully following the procedures outlined here.

Before you seek approval of a subdivision plat, however, you should familiarize yourself with the legal requirements and regulations involved. These are outlined in a booklet entitled "Subdivision Regulations, Chapter 66, (Code of General Ordinances)." You can obtain it from the City Development Department, 15th floor, City Hall, 414 E. 12th St., Kansas City, Mo., 64106 (telephone 816-513-2846).

After you have studied the literature, the following steps should be taken:

- A. Request a pre-application conference with a City Development Department planner. The main purpose of this conference is to help you complete a formal preliminary plat and submit it, first to the Plats Review Committee and later to the City Plan Commission and the City Council. The City Development Department will evaluate your proposal and identify development requirements. During the conference you also will be given a subdivision application form.
- B. Once you and the City Planning and Development planner have agreed upon a preliminary plat, you must have it drawn to scale in accordance with Section 66.43 of the Subdivision Regulations, and must follow the standards defined there. You also must complete the subdivision application form.
- C. Present your completed plat (20 copies) and application form, along with the required fee, to the City Planning and Development Department. The fee is identified in Section 66.10, and on the application form.
- D. The City Planning and Development Department staff will schedule a public hearing before the City Plan Commission. There is about a 5 week interval between the filing of your preliminary plat and the Plan Commission hearing. During this time, a meeting will be scheduled for you with the Plats Review Committee.

This committee is made up of representatives of various city departments directly involved in your preliminary subdivision plat. The purpose of the committee meeting is to make recommendations for any needed design changes in your plat and to identify conditions for approval.

You will be notified by letter when and where to appear before the committee and later at the City Plan Commission public hearing. You or your representative must be present at both meetings.

During the interval, the City Planning and Development Department is required to place a legal advertisement in the newspaper and send notices concerning your proposal to property owners within 185 feet.

The City Plan Commission also has established a policy requiring you to hold a meeting with neighborhood residents to review your project. This meeting should be held before the City Plan Commission hearing.

Meanwhile, you should attempt to make any changes in your preliminary plat recommended by the Plats Review Committee.

E. At the City Plan Commission hearing, you or your representative should have your proposed plat and any other visual aids you may need to explain your proposed development. Owners of property notified by the City will also be allowed to testify and ask questions.

After hearing all sides, the City Plan Commission will make one of three recommendations to the City Council: approval, approval with conditions, or disapproval.

F. Following approval of your preliminary plat (or approval with conditions) the City Planning and Development Department staff will prepare a proposed ordinance providing for approval. The ordinance will be given a first reading before the City Council and then will be referred to the Council's Plans, Zoning and Economic Development Committee.

That committee will also hold a public hearing on the ordinance. You or your representative must be present. You will be notified of the time, date and place. The committee will then make one of four recommendations: "do pass," "do not pass," "without recommendation," or "hold in committee."

If the committee recommends "do pass," the ordinance will be given a second reading before the City Council and then a week later will be given a third reading and voted upon. An affirmative vote means the council accepts your preliminary plat as a proposed project.

G. The next step is the preparation of a final plat and construction plans in accordance with Section 66.44 of the Subdivision Regulations. The final plat must be prepared by a land surveyor registered in Missouri; similarly, the construction plans must be prepared by an engineer registered in Missouri.

Then submit the following to the City Planning and Development Department, 15th floor:

- 1. Completed final subdivision application form.
- 2. The filing fee identified in Section 66.10 and on the application form.
- 3. Twenty copies of the final plat.
- 4. A record information certificate.
- H. The City Planning and Development Department will again schedule a meeting for you before the Plats Review Committee and the City Plan Commission. The committee will review your final plat and make recommendations to the City Plan Commission.

Approval of the final plat by the City Plan Commission must not be construed as authority to record the plat. It does, however, allow you to proceed with one of the three options described in Section 66.47 of the Subdivision Regulations. These options deal with the construction of public improvements (streets, curbs, sewers and so on) and with arrangements for performance and maintenance bonds to guarantee the City satisfactory completion of the construction, installation and dedication of any required public improvements.

- I. Final plats do not require advertisement or notice to property owners within 185 feet of the property. The meeting before the City Plan Commission is approximately 3 weeks after the application is received. You will be notified of the time, date and place. You or your representative must be present to answer any questions that arise.
- J. The final plat, if approved by the City Plan Commission, will be forwarded to the City Engineer's Office. If all is in order, the city engineer will submit the final subdivision plat in ordinance form to the City Council, where it will be reviewed by the Plans, Zoning and Economic Development Committee and readings described in step F.

K. If the plat is approved by the City Council at its third reading, the ordinance becomes effective 10 days later. Meanwhile, the plats will be sent to the City Clerk's Office, 25th floor, City Hall, to be signed and checked. After the 10-day period and if all other documents are complete, you or the City Clerk can then record the plat in the appropriate county recorder of deeds' office. You will be required to pay a recording fee set by the county.

You are then able to convey the lots, apply for a building permit and any other authorizations your project may require.