

SUBDIVISION GUIDE

MINOR OR MAJOR SUBDIVISION?

Minor subdivision and major subdivision are defined as follows:

- **Minor Subdivision:** Any subdivision containing not more than five lots fronting on an existing City street or highway and not requiring the extension or improvement of any street.
- **Major Subdivision:** Any subdivision not classified as a minor subdivision.

Note: Lot consolidations and lot reconfigurations are conducted through the subdivision process.

The general procedures for major subdivisions are depicted in the graphic on the next page of this document. Minor subdivisions may skip the preliminary plat process by submitting a final plat and following the procedures below. (i.e. Final Plat Review Process). However, If, at any point in the final plat review process, a minor subdivision is found to require the extension or improvement of any street, the minor subdivision may be considered a major subdivision and must conform to the procedures described in the graphic on the next page of this document. **NOTE: This guide should be used as general directions. Article II of Chapter 42 of the Rolla City Code is the law that all subdividers should follow.**

FINAL PLAT REVIEW PROCESS FOR MINOR SUBDIVISIONS

1. The applicant must submit the following items in order to be placed on the Planning and Zoning Commission (P&Z) meeting docket:
 - a. A complete application.
 - b. The full and appropriate processing and recording fees.
 - **Current Fees**
 - Current Processing Fees
 - Plat Maps for Minor Subdivisions = \$100
 - Plat Maps for Major Subdivisions = \$300
 - Current Recording Fees (subject to change by the Phelps County Recorder)
 - 18" x 24" Mylar Plat = \$44 (\$25 each additional page)
 - 24" x 36" Mylar Plat = \$69 (\$50 each additional page)
 - c. Five copies of the original reproducible plat and one 8.5" x 11" or one 11" x 17" copy of the final plat shall be submitted to the Director. A PDF copy of plat is also encouraged.
 - d. Any development plans that are required.
2. Once the above-listed items are received, the proposal will be placed on the P&Z meeting docket, but may be taken off and put on a later docket if application/plat is found to be incomplete or inconsistent with subdivision regulations.
3. The first draft of the plat map will be reviewed by the appropriate departments and comments will be submitted to the agent or applicant that will consist of suggestions for revisions and other requests.
4. A Development Review Committee meeting may take place between the time the application is deemed complete and the P&Z meeting. Applicants/agents will have the opportunity to discuss, face-to-face, the proposals with the department/agency representatives.
5. Subsequent to receiving the comments, the agent/applicant will issue a second draft of the plat map that addresses any requested revisions. Additional drafts may be requested if all requested revisions were not made in prior drafts and this process will continue until no more revisions are requested.
6. Then, the Final Plat map will be considered by the P&Z (meetings are held on the second Tuesday of every month) and subsequently by the City Council (meetings are held on the first and third Mondays of the Month, a first reading is held, then, at a subsequent meeting, the final reading is held.).
7. If approved, the agent shall submit a mylar copy of the final draft of the final plat map that is already signed by the owner(s) of the property (must be notarized) and three digital copies of the final plat in a form that is acceptable to the Community Development Department (i.e. AutoCAD, .dwg)
8. The Community Development Department will have the mylar copy recorded and notification will be sent to the owner/applicant that the subdivision process has finished. Conditional approval of a plat map may require additional steps to be taken by the applicant/agent.

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REVIEW PROCESS FOR MAJOR SUBDIVISIONS

Application is checked for completeness, preliminary plat is reviewed by City Departments and utility entities

Development Review Committee meeting is held, plat revisions are requested, revised Preliminary Plat is submitted

Planning & Zoning Commission (P&Z) reviews revised Preliminary Plat and makes recommendation to City Council (Public Hearing)

City Council Reviews Preliminary Plat and decides, through Resolution (Public Hearing + 1st Reading conducted), to approve/deny/conditionally approve

Applicant has one year to submit Final Plat. When submitted, Community Development Director determines Substantial Conformity

If Substantial Conformance exists, Final Plat goes to City Council for Public Hearing & 1st Reading. Final Reading is held at following meeting.

If Substantial Conformance is not found, Final Plat must be reviewed again by P&Z before going to City Council for Public Hearing and First/Final Readings

FINAL PLAT REQUIREMENTS

All plat maps must meet the current "Missouri Standards for Property Surveys" (20 CSR 2030-16). In addition, as shown below, the City of Rolla has specific notes that must be shown on the Final Plat Map. See Article II of Section 42 of the Rolla City Code, Subdivisions, for all subdivision requirements.

Subsection 42-32.3 of the Rolla City Code - Final Plats

(1) Building or Construction Permits: To be placed on the plat.

SPECIAL PLAT RESTRICTION AND RESTRICTIVE COVENANT AS TO THE ISSUANCE OF BUILDING OR CONSTRUCTION PERMITS. THE UNDERSIGNED OWNERS OF THE TRACT OF LAND HEREIN PLATTED DO HEREBY IMPOSE UPON SAID PROPERTY AND DO HEREBY MAKE THE FOLLOWING RESTRICTIVE COVENANT: NO CONSTRUCTION MAY BE COMMENCED UPON THE ABOVE DESCRIBED PROPERTY UNTIL ALL NECESSARY BUILDING AND CONSTRUCTION PERMITS HAVE BEEN ISSUED BY THE CITY OF ROLLA, MISSOURI AND THAT IT IS UNDERSTOOD BY THE UNDERSIGNED THAT NO SUCH PERMITS SHALL BE ISSUED FOR ANY LOTS HEREIN PLATTED UNTIL THE COMPLETION OF ALL PUBLIC IMPROVEMENTS APPERTAINING TO SUCH LOTS OR UNTIL A CASH BOND EQUAL TO THE REASONABLE COSTS OF COMPLETING SUCH PUBLIC IMPROVEMENTS HAS BEEN RECEIVED AND APPROVED BY THE CITY OF ROLLA, MISSOURI. THE ABOVE MENTIONED PUBLIC IMPROVEMENTS SHALL BE COMPLETED PURSUANT TO THE AGREEMENT BETWEEN THE UNDERSIGNED AND THE CITY OF ROLLA, MISSOURI FOR THE COMPLETION OF SUCH IMPROVEMENTS AS REQUIRED BY ARTICLE II, CHAPTER 42 OF THE CITY CODE OF ROLLA, MISSOURI.

(2) Surveyor's Certificate: To be placed on the plat.

KNOW ALL MEN BY THESE PRESENTS:

THAT I, _____, DO HEREBY CERTIFY THAT THIS PLAT MEETS MISSOURI MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS AND WAS PREPARED UNDER MY SUPERVISION FROM ACTUAL SURVEY OF THE LAND HEREIN DESCRIBED PREPARED BY _____ DATED _____ AND SIGNED BY _____ L.S. NO. ____ AND THAT CORNER MONUMENTS AND LOT CORNER PINS SHOWN HEREIN WERE PLACED UNDER THE PERSONAL SUPERVISION OF _____ L.S. NO. ____ IN ACCORDANCE WITH ARTICLE II, CHAPTER 42, OF THE CITY CODE OF ROLLA, MISSOURI. (Ord. 3799, §8)

(3) Deeding: An express deeding to the public use the streets, alleys, rights-of-way, easements and any parkland or open space to be deeded to the public shall be shown on the plat with a notarized signature of the owner(s). And, where land is dedicated to a cooperative association as open space, common area or facilities under a Planned Unit Development or cluster subdivision development the owner(s) shall place the following statement with notarized signatures on the final plat.

_____ OWNER(S) OF THE PROPERTY SHOWN AND DESIGNATED HEREON, HEREBY DEED AND CONVEY THE OPEN SPACE, COMMON AREA OR COMMON FACILITIES SHOWN HEREON TO _____. FURTHER, (I OR WE) CERTIFY THAT THERE ARE NO SUITS, ACTIONS, LIENS, OR TRUSTS ON THE PROPERTY DEEDED AND CONVEYED HEREIN, AND WARRANT GENERALLY AND SPECIFICALLY THE PROPERTY DEEDED AND CONVEYED HEREIN FOR COMMON USE AND WILL EXECUTE SUCH FURTHER ASSURANCES AS MAY BE REQUIRED. (Ord. 3842, §2)

(4) Access Limitation: The following note shall be placed on all final plats where access to collector streets, arterial streets or highways has been placed by the City Council: "LIMITS OF NO ACCESS." The lots and area affected by such limitation shall be clearly indicated. Appropriate release of such access limitation shall be included in the dedication on the plat.

(5) Improvement Acceptance: The acceptance of all required public improvements and dedications, as shown on the development plans on file with the City Engineer, shall be attested on the final plat by the signatures of the City Engineer, the General Manager of Rolla Municipal Utilities, and the Parks Director.

(6) Planning and Zoning Commission Approval: The Chairman of the Planning and Zoning Commission and the Community Development Director shall sign the final plat to certify the Commissions approval:

APPROVED THE _____ DAY OF _____, 20__, BY THE PLANNING AND ZONING COMMISSION OF ROLLA, MISSOURI

(7) City and County Tax Release: The City of Rolla Finance Director and the Phelps County Collector of Revenues shall sign and date the final plat to certify that all taxes have been paid.

(8) Certificate of City Council Approval: The Mayor shall sign the final plat and his signature shall be attested by the City Clerk.

(9) Recorder's Certificate: The Recorder of Deeds for Phelps County shall sign the final plat upon recordation identifying the cabinet and file number of the plat. . (Ord. 3485)