

City of Jefferson

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The Jefferson City Subdivision Code, Section 33-3 requires a reproducible survey document be submitted for all parcel divisions. In an effort to clarify the information needed for review by the Department of Public Works and the Department of Planning and Protective Services the following checklist and procedures have been developed.

PARCEL DIVISION

A. **Contents.** A parcel division shall be drawn on a sheet 18" x 24" or 24" x 36", to a scale of not more than one hundred (100) feet to the inch and shall contain the following information:

1. The name of the owner or owners of the land and, if the owner is a corporation, the names of the officers thereof.
2. The name and registration number of the surveyor, registered in Missouri, who prepared the plat.
3. The classification of all land platted by zoning district classifications according to the current zoning map of the City.
4. The north point and scale.
5. The exterior boundaries of the affected parcels of land.
6. Book and page of parent tract.
7. Legal description of each newly created parcel.
8. Current street address(s) of parcel(s), if known.
9. The location of existing buildings on the tract being divided, showing distance to the property line.
10. The right-of-way width and names of all streets on land adjoining the land shown on the plat.
11. The location and dimensions of all utility easements, sanitary sewer and surface water drainage easements, including easements for access of utilities through the parent tract. (Include Book & Page of easements of record)
12. All linear and angular dimensions necessary to locate the boundaries on the plat in relation to a section or quarter-quarter corner or line, an established inlet or outlet line, or to an existing lot or subdivision of record.

13. A vicinity map indicating the location of the project at a scale of not less than 1" = 2000'.
 14. All linear and angular dimensions of all lots, streets, alleys, expressed in feet and decimals of a foot.
 15. All radii, arcs, and chords, points and tangency and central angles for all curves and rounded corners on the plat.
 16. The location and description of all monuments and all street, alley, lots or other area corners, intersections and all perimeter corner or angle points shall be marked with a suitable durable monument as defined in Section 33-2.
 17. A form for the Director of Public Works and the Director of Planning and Protective Services (see Exhibit 1).
 18. A space for use by the Recorder of Deeds (see Exhibit 2).
 19. A form for the notarized owner's certification and signature (see Exhibit 3).
- B. Submission Procedure.
1. The owner shall cause to be prepared by a registered surveyor and submit to the Department of Public Works and the Department of Planning and Protective Services, one (1) copy of the plat along with documentation showing ownership and the description of the parent parcel to be divided for review by the Director of Public Works and the Director of Planning and Protective Services.
 2. Review will be completed within ten (10) working days of the submittal of complete and accurate information.
 3. When staff review is complete the consultant will be advised of any corrections or additions to be made to the parcel division.
 4. The Department of Public Works and the Department of Planning and Protective Services will notify the consultant within ten working days of the submittal whether;
 - a) the plat is in order and final copies may be submitted; or
 - b) the plat is not in order and is denied with reason.
 5. Final copies of the parcel division plat shall be submitted to the Department of Public Works and the Department of Planning and Protective Services:
 - one mylar copy to be filed with the City of Jefferson
 - one hardcopy to be filed with the Cole County Recorder
 - additional copies as desired by the owner and/or consultant
 6. The final copies shall be accompanied by the following:
 1. A check in the amount of the recording fee, made payable to the Cole County Recorder; and
 2. The survey record card required for submittal to the Cole County Recorder.

Exhibit 1

City of Jefferson Endorsement

Matt Morasch, P.E., Director
Department of Public Works

Date

Janice McMillan, AICP, Director
Department of Planning and Protective Services

Date

Exhibit 2

Document No. _____

STATE OF MISSOURI)
)
COUNTY OF COLE) ss

Filed for record _____ day of _____, 20____,

at _____ O'clock and _____ Minutes _____.M.,

recorded in Book _____, Page _____.

Cole County Recorder of Deeds [typed name]

Deputy [signature]

Exhibit 3

OWNER'S CERTIFICATE

Know all men by these presents that I, the undersigned, being the owner of the tract of land described in the foregoing Property Boundary Description have caused said tract to be surveyed and re-subdivided into a lot and on this plat the designation of said lot and the size thereof is fully and truly set forth.

All taxes due and payable against said property have been paid in full.

In Witness whereof, the undersigned owners of said tract have hereunto set their hands and seals this ____ day of _____, 20____.

_____[signature]

_____[typed name]

STATE OF MISSOURI)
)
COUNTY OF COLE) ss

On this ____ day of _____, 20____, before me personally did appear the above signed owners, who executed the foregoing instrument and acknowledged the same to be their free act and deed.

In Witness whereof, I have set my hand and affixed my seal this ____ day of _____, 20____.

My Commission Expires: _____

Signature

Typed name

Notary Public, _____[county], _____[state]

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.