



5490 Fifth Street, Cottleville, MO 63304

Department of Development and Engineering Services

Phone: (636) 498-6565 Fax: (636) 498-6575

BOUNDARY ADJUSTMENT PLAT APPLICATION

Date Received: _____ Date Filed: _____ Permit No.: _____

OWNERSHIP INFORMATION:

Property Owner: _____

Owner's Address: _____ City, State, Zip: _____

Telephone Number: _____ Fax Number: _____

Email: _____

APPLICANT INFORMATION:

Name of Applicant(s): _____

Applicant(s) Address: _____ City, State, Zip: _____

Telephone Number: _____ Fax Number: _____

Email: _____

DESIGN CONSULTANT INFORMATION:

Name of Consultant(s): _____

Consultant(s) Address: _____ City, State, Zip: _____

Telephone Number: _____ Fax Number: _____

Email: _____

LOCATION OF PROJECT:

Development / Subdivision Name: _____

Address: _____ Tax Parcel Number(s): _____

Existing Zoning: _____ Size of Parcel (Sq.Ft. or Acres): _____

Legal Description of Property (other than address): _____

BOUNDARY ADJUSTMENT PLAT APPLICATION

REQUIRED DOCUMENTATION:

- Application Fee \$_____ (See Development Fee Schedule). Please make a check payable to the City of Cottleville.
- 2 folded copies of the boundary adjustment plat.
 - **IN ADDITION TO HARD COPIES, AN ELECTRONIC COPY OF ALL PLAN(S) ARE ALSO NEEDED.**
- A printed and electronic text formatted legal description of the property.
- The applicant is required to appear before the Planning and Zoning Commission.

ADDITIONAL INFORMATION:

Every Boundary Adjustment Plat submitted to the Commission shall meet the following requirements:

- A. Name of the subdivision. The plat must comply with an approved Preliminary Plat or a Site Development Plan, and the approval date and Plat Book and Page, if applicable, must be referenced on the plat.
- B. Names of adjacent subdivision and/or property lines around perimeter within 100 feet, showing any existing streets, highways, etc.
- C. Names of owner and the engineer, surveyor or landscape architect responsible for survey and design.
- D. Signature blocks that may appear on a plat are as follows:
 - Record Owner certificate
 - City certificate
 - Sureveyor's certificate and acknowledgement
 - Engineer's/Architect's certificate(s) and acknowledgements
- E. An index map showing the location of the plat. The map should show a full section with enough information to locate the property in a quarter-quarter section. This map should show and identify prominent physical features within a half mile such as highways, rivers, lakes, and railroads.
- F. Title, date of preparation, north point, a scale of 1" = 100' or larger.
- G. The plat shall include a legend defining any lines and/or symbols used on the plat. The size and description of the monuments found should be noted wherever possible. On monuments set, the R.L.S. number should be shown.
- H. Approximate acreage in tract.



5490 Fifth Street, Cottleville, MO 63304

Department of Development and Engineering Services

Phone: (636) 498-6565 Fax: (636) 498-6575

BOUNDARY ADJUSTMENT PLAT APPLICATION

- I. Any plat which includes land abutting upon any lake or stream shall show, for the purpose of information only, a contour line denoting the present shoreline, water elevation, and the date of survey. All elevations shall be referenced to a durable bench mark described on the plat together with its location and elevation to the nearest hundredth of a foot, which shall be given in mean sea level datum if such bench mark with known sea level datum is available within one-half mile, or such longer distances as may be practicable. If the bench mark is within the plat, then its location shall be plotted and labeled.
- J. A plat note shall state the basis of the directional orientation of the plat. The statement "all bearings are assume" shall not be used. This statement negates the mathematical relationship of the lines.
- K. All blocks, lots, streets, alleys, crosswalks, easements, and setback lines within and adjacent to the plat, all of which shall have all angular and linear dimensions given. All bearings, distances, and curve data (if applicable) should be on the plat. All dimensions shall be given to the nearest hundredth of a foot. Location of boundary lines and their relation to established section lines, fractional section lines or survey lines. The boundary lines should have the heaviest line weight on the plat. The boundary lines of additional real estate shall be of medium line weight.
- L. All easements either private, provided for public services, utilities, drainage, or sight distance, and any limitations of such easements. Existing easements shall be labeled with the deed book and page number and the name of the owner of record.
- M. Location and width of existing and proposed streets, roads, lots (approximate dimensions), alleys, building lines, easements, parks, school sites and other features of the proposed subdivision.
- N. Designation of land use, whether for residential, commercial, industrial or public use and the present zoning district.
- O. Depict flood hazard boundaries as shown on currently published FEMA maps. Provide a note stating the panel(s) of the subject property and the current flood hazard zone.
- P. Plats consisting of more than one sheet shall have the sheet number and the total number of sheets.
- Q. Any other information deemed necessary by the Commission.



5490 Fifth Street, Cottleville, MO 63304

Department of Development and Engineering Services

Phone: (636) 498-6565 Fax: (636) 498-6575

BOUNDARY ADJUSTMENT PLAT APPLICATION

APPLICATION AGREEMENT:

By affixing signatures to this application form, the Applicant and Owner hereby verify that they have reviewed the applicable zoning regulations; they are familiar with the specific requirements relative to this application; and they take full responsibility for this application.

The Applicant/Owner further agrees to allow the City of Cottleville to enter onto the subject property to install a sign informing of any Public Hearing that may take place with respect to the application and further agree to allow the agents of the City of Cottleville to enter onto the subject property to inspect the land and buildings.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand this application, including any plans submitted, is public information. I authorize reproduction of any plans/reports for purposes of application processing and reporting.

Applicant's Signature Print Name Date

Consultant's Signature Print Name Date

This application is made with my full knowledge and consent.

Owner's Signature Print Name Date