

1005.110 Lot Split Procedure.

1. No lot split shall be recorded in the Office of the Recorder of Deeds unless and until approved by Department of Planning in compliance with this Section. A preliminary plat shall not be required. (O. No. 23931 - Adopted 3/11/09)
2. Whenever there is a tract or previously subdivided parcel under single ownership which is to be resubdivided into two (2) lots, and which exists as a legal lot of record, such a division shall be exempt from provisions of Section 1005.030 of this Chapter, and shall be designated as a "lot split" if the following criteria are met:
 - a) That no provisions for common land or recreational facilities are included in the proposal.
 - b) That the use of the lot split procedure does not adversely affect the subject parcel or any adjoining properties.
 - c) That the proposed lot split is not in conflict with any provisions of the Zoning Ordinance, of any special procedure permit, or of this Chapter. (O. No. 23931 - Adopted 3/11/09)
3. The procedure for approval of a lot split shall be as follows:
 - a) Two (2) drawings of a certified survey, prepared by a land surveyor registered in the State of Missouri on paper not less than 8 1/2" x 11" in size showing the following shall be submitted:
 - (1) A legal description of both the original lot and each of the proposed lots. This must be surveyed and performed by a registered surveyor.
 - (2) North arrow and graphic scale.
 - (3) Location of proposed and existing streets and adjoining property.
 - (4) Location of all existing buildings.
 - (5) Name, address, and telephone number of the owner of record and a copy of the deed of record. (O. No. 23931 - Adopted 3/11/09)
 - b) The following items shall accompany the required survey:
 - (1) Filing fee as set forth in Section 1005.370 of this Chapter.
 - (2) Certificate from the office of the St. Louis County Collector of Revenue showing that there are no delinquent taxes outstanding.
 - (3) Verification of fire hydrants and adequacy of water supply from applicable fire protection district.
 - (4) Verification of proper placement of survey monuments from the St. Louis County Department of Highways and Traffic, or an escrow agreement or land subdivision bond to guarantee installation of survey monuments in accord with Section 1005.080 of this Chapter.

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- (5) Approval letters from the Missouri American Water company and the Metropolitan St. Louis Sewer District (when within their respective boundaries) must be provided. (O. No. 23931 - Adopted 3/11/09)
 - c) The outboundary of the lot split plat shall be tied to the Missouri Coordinate System 1983, and the coordinates of the exterior corner shall be shown on the plat. Verification from the St. Louis County Department of Highways and Traffic that the plat complies with the current Missouri Minimum Standards for property boundary surveys must be filed in conjunction with the plat. (O. No. 23553 - Adopted 3/31/08)
 - d) Prior to approval by the Department, a digitized version of the plat shall be submitted in a format compatible with the County's mapping software. The coordinate system of the digital version shall be a modified Missouri State Plane Coordinate System wherein the Missouri Coordinate System of 1983, Zone Missouri East, has been converted to U.S. Survey Feet. (O. No. 26717 - Adopted 4/10/17).
 - e) The Department shall review the proposed lot split to insure compliance with all design and improvement requirements of this Chapter and the Zoning Ordinance. Lot splits found to be in compliance with the above requirements shall be approved by the Department and shall be recorded with the Recorder of Deeds of St. Louis County. (O. No. 18323 - Adopted 12/13/96)
4. Sidewalks, Landscaping and Grading
- a) Sidewalks, landscaping, grading, and road dedication may be required.
 - b) No improvement plans are required for lot split plats.
 - c) Where grading is required, the lot split plat shall contain existing and proposed contour data; slopes shall not exceed 3 feet horizontal to 1 foot vertical (unless supported by a geotechnical report); grades shall conform with existing contours on adjacent lots; contour information shall be provided one hundred feet beyond the lot split boundary limits; and proposed grades from the approved building line to the street right-of-way shall be included.
 - d) Where sidewalks are required, the grading shall allow for the proper location of the sidewalk. A typical ½ section detail indicating the location of the sidewalk and its relationship to the road right-of-way and pavement shall be included on the plat. The plat shall be signed and sealed by a Professional Engineer.
 - e) Sidewalks, landscaping, and grading not approved and installed prior to recording of the lot split plat shall be guaranteed as specified in Section 1005.080. (O. No. 23931 - Adopted 3/11/09)

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