

1005.090 Record Plat.

1. The record plat shall substantially conform to the preliminary plat. A record plat shall delineate all developed lots created by the plat except as follows. If a record plat does not include all property in an approved preliminary plat, or all remaining property where previous record plats of a portion of the subdivision have been recorded:
 - a) In a single family or multiple family subdivision, no property may be omitted (i) if a resulting tract is less than (10) acres in area or any resulting side of an omitted tract is less than three hundred (300) feet in length, unless such a side is the original boundary of the original legally-existing tract. Until subdivided, such omitted tract is a developable lot, on which no more than one residence may be constructed; or (ii) unless the development is a Density Development or Planned Environment Unit, in which case the omitted property is not developable and does not constitute a lot of record for any purpose under the Zoning Ordinance or this Chapter until included in a record plat.
 - b) In a non-residential subdivision, omitted property is not developable and does not constitute a lot of record for any purpose under the Zoning Ordinance or this Chapter until included in a record plat.
2. A multiple family subdivision tract may be developed in two or more phases, which shall be clearly indicated on the record plat. The record plat for each phase shall include all previous phases and a reference to the book and page of their recording, and all future phases. Areas designated as future phases need not indicate easements or parking and drive locations, and are not developable until such phases are recorded. Improvement plans and installation or guarantee of improvements are not required for areas designated as future phases, except that the Department may require such improvements as are necessary to serve the phase proposed for present development.
3. Multiple family subdivision record plats, or the phase proposed for present development of multiple family tracts to be developed in phases, shall establish all necessary easements and parking and drive locations. The plat shall contain script restricting parking and drive areas to such purposes.
4. The record plat shall be on tracing cloth, drafting film, or the equivalent, together with copies of any deed restrictions which are required by ordinance, where such are too lengthy to be shown on the plat, shall be submitted to the Department for its approval. A copy of the plat should be submitted to the Department of Highways and Traffic for review and comment. Script corrections can be made after approved by County Council, but prior to recording. Upon approval on the final plat by the County Council the Director shall place a signature on the plat with the date of such approval.
5. The record plat shall be filed with the Recorder of Deeds within sixty (60) days after approval by the County Council. If any record plat is not filed within this period, the approval shall expire.
6. The record plat shall be prepared by a registered land surveyor, at any scale from one inch equals twenty feet (1" = 20') to one inch equals one hundred feet (1" = 100') in any increments of ten feet (10') from an accurate survey on one or more sheets whose maximum dimensions are thirty-six (36) inches by forty-two (42) inches. In certain unusual instances where the subdivided area is of unusual size or shape, the Department may permit a variation in the scale or size of the record plat. If more than one sheet is required, a key map on Sheet No. 1 showing the entire subdivision at reduced scale shall be provided if required by the Department.
7. The record plat shall be executed by the owner and lienors.

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8. The record plat shall show and be accompanied by the following information:
- a) North arrow and graphic scale.
 - b) The boundary lines within the outboundary lines of the subdivision with accurate distances and bearings; also all section, U.S. Survey and congressional township and range lines; and the boundary lines of municipalities, sewers, schools, and other legally established districts within and the name of or description of any of the same adjacent to or abutting on the subdivision.
 - c) The lines of all proposed streets and alleys with their widths and names.
 - d) An accurate delineation of any property offered for dedication to public use.
 - e) The line of departure of one street from another.
 - f) The boundary lines of all adjoining lands and the right-of-way lines of adjacent streets and alleys with their widths and names.
 - g) All lot lines and an identification system for all lots and blocks.
 - h) Building lines, including minimum side and rear yard setbacks on a typical lot and easements or rights-of-way provided for public or private use, services, or utilities, with figures showing their dimensions, and listing types of uses that are being provided.
 - i) All dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the subdivision, blocks, lots, streets, alleys, easements, building lines, and of any other areas for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot.
 - j) All survey monuments, together with the descriptions.
 - k) Area in square feet for each lot or parcel on the plat or a supplemental sheet showing same.
 - l) Name of subdivision and description of property subdivided, showing its location and area.
 - m) Certification by a land surveyor who performs the property survey to the effect that the plat represents a survey made by him, and that the locations of all required survey monuments, installed or to be installed, are correctly shown thereon. The month and year during which the survey was made shall also be shown.
 - n) Private restrictions and trusts where required by ordinance and their periods of existence. Should such restrictions and trusts be of such length as to make the lettering of same on plat impracticable and thus necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat.
 - o) When elderly housing is being developed on site and a variance has been granted per Section 1003.165 (13), Elderly Housing shall be indicated in the title.

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- p) The subdivision name approved on record plat shall constitute the subdivision's official name. When a subdivision name has been changed, all subsequent plats submitted for processing shall reference the original name, which should include names recorded on site development concept and section plans. Any other name used for advertising or sales purposes does not constitute an official revised name unless approved on a plat of record approved by the St. Louis County Council.
 - q) If the developer places restrictions on any land contained in the subdivision that is greater than those required by the Zoning Ordinance or this Chapter such restrictions or references thereto should be indicated on the plat.
 - r) Zoning District and Zoning District boundary line when property is located in more than one district, Special Procedure or Planned District and ordinance numbers or date of order (Density Development) when applicable.
 - s) Accurately note elevation referring to mean U.S.G.S. datum for permanent benchmark.
 - t) Cumulatively, all record plats shall contain enough common land to support the lots platted. All remaining common ground is to be platted with the recording of the final lot, unit, or phase of the development.
 - u) The outboundary of the subdivision shall be tied to the Missouri Coordinate System 1983, and the coordinates of the exterior corners 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)
 - v) All easements and common ground shall be shown on the record plat, including easements and common ground for all stormwater control measures and/or stream buffers. Provisions for the maintenance of stormwater control measures and stream buffers shall be included in the script. (O. No. 23553 - Adopted 3/31/08)
9. Prior to the Department forwarding the record plat to County Council, the developer shall provide the Department with the following documents as they may be applicable:
- a) Guarantee of installation of water mains from St. Louis County Water Company.
 - b) Street lighting contract from Union Electric. Submittal of contract is optional and is to be accepted in lieu of an increased value for escrow of actual construction costs.
 - c) Verification of street names and addresses from Geographic Information Systems (GIS) Service Center. (O. No. 26717 – Adopted 4/10/17)
 - d) Verification of location of fire hydrants and adequacy of water supply from applicable Fire District.
 - e) Tax Certificate or copy of paid tax bill from the Office of the St. Louis County Collector of Revenue.
 - f) Highway Inspection Fees or payment verification from St. Louis County Department of Highways and Traffic of highway inspection fees paid.
 - g) Subdivision Processing Fees.

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- h) Any special study or engineering calculations required.
- i) Trust indenture and Warranty Deed for common land conveyance, accompanied by a letter of compliance from an attorney.
- j) Letter from sanitary sewer company certifying connection fees have been paid.
- k) Verification of proper placement of survey monuments from the Department of Highways and Traffic. (O. No. 12035 - Adopted 4/25/85, Revised by O. No. 16407 -Adopted 5/25/93 and O. No. 18323 - Adopted 12/13/96)
- l) 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)

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