

**CITY OF OZARK MISSOURI  
PLANNING & ZONING DEPARTMENT  
APPLICATION FOR FINAL PLAT APPROVAL**

**FEE:** \$225.00 PLUS \$1.50 PER LOT

**LOCATION OF PROPERTY**

NAME OF APPROVED PRELIMINARY PLAT \_\_\_\_\_  
PROPERTY LOCATION \_\_\_\_\_  
SIZE OF PROPERTY \_\_\_\_\_  
ROAD ACCESS / FRONTING PROPERTY \_\_\_\_\_

**FINAL PLAT**

NUMBER OF LOTS \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_  
PROPOSED NAME OF FINAL PLAT \_\_\_\_\_  
PROPOSED NAMES OF ANY NEW STREETS \_\_\_\_\_

CONFORMING OR NON-CONFORMING \_\_\_\_\_

**IDENTIFICATION**

OWNER NAME & ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

IF CORPORATION, OWNERS' NAME(S) \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ENGINEER COMPANY & CONTACT PERSON \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**TO WHOM DO WE FAX STAFF COMMENTS?**

NAME \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

NAME \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

I hereby certify that this application is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all application laws of this jurisdiction.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**A REPRESENTATIVE IS REQUIRED TO ATTEND THE  
PLANNING & ZONING MEETING AND CITY COUNCIL MEETING**

**CERTIFICATE OF APPROVAL  
BY THE CITY OF OZARK PLANNING AND ZONING COMMISSION**

APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BY  
THE PLANNING AND ZONING COMMISSION OF THE CITY OF OZARK,  
MISSOURI.

\_\_\_\_\_  
PLANNING AND ZONING CHAIRMAN

**CERTIFICATE OF APPROVAL  
BY THE OZARK CITY COUNCIL**

APPROVED BY THE CITY COUNCIL OF OZARK, CHRISTIAN COUNTY,  
MISSOURI, BY ORDINANCE NO. \_\_\_\_\_ DULY ADOPTED THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_, 200\_\_\_\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

**COLLECTOR'S STATEMENT**

I HEREBY CERTIFY ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, THAT  
ALL TAXES OWED ON PARCEL # \_\_\_\_\_, HAVE BEEN PAID.

\_\_\_\_\_  
COUNTY COLLECTOR

**IN RECORDER'S OFFICE**  
STATE OF MISSOURI  
COUNTY OF CHRISTIAN

I, \_\_\_\_\_, RECORDER OF CHRISTIAN COUNTY,  
DO HEREBY CERTIFY THAT THE WITHIN INSTRUMENT OF WRITING WAS AT  
\_\_\_\_\_ O'CLOCK AND \_\_\_\_\_ MINUTES, \_\_\_\_\_.M., ON THE \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 20\_\_\_\_, SUBMITTED FOR RECORD IN MY OFFICE AND  
DULY RECORDED IN THE RECORDS OF THIS OFFICE IN BOOK \_\_\_\_\_ AT  
PAGE \_\_\_\_\_.

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED  
MY OFFICIAL SEAL AT OZARK, CHRISTIAN COUNTY, MISSOURI, THIS \_\_\_\_\_  
DAY OF OFFICIAL SEAL AT OZARK, CHRISTIAN COUNTY, MISSOURI, THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
RECORDER

\_\_\_\_\_  
DEPUTY

### **REQUIRED INFORMATION FOR FINAL PLAT:**

Information on the final plat document shall include but not be limited to the following:

- 1) **Bearings-Distances.** True bearings and distances to nearest established street bounds, patent or other established survey lines, or other official monuments, which monuments shall be located or accurately described on the plat. Any patent or other established survey or corporation lines shall be accurately monument-marked and located on the plat, and their names shall be lettered on them. The length of all arcs-radii, points of curvature and tangent bearings; all easements and right of way, when provided for or owned by public services (with the limitation of the easement rights definitely stated on the plat); all lot lines with dimensions in feet and hundredths, and with bearings and angles to minutes if other than right angles to the street and alley lines.
- 2) **Monuments.** The accurate location and material of all permanent reference monuments.
- 3) **Lots and Block numbers.** Lots shall be arranged in numerical order. In tracts containing more than one (1) block, the lots shall be in numerical order regardless of blocks. In the case of a re-subdivision of lots in any block, such re-subdivided lots shall be designated by their original number prefixed with the term most accurately describing such division, such as: W ½ of 3, N 40' of 5, etc., or they shall be designated numerically, beginning with the number following the highest lot numbered in the block.
- 4) **Dedicated Property.** The accurate outline of all property which is offered for dedication for public use, and of all property that may be reserved by covenant in the deeds for the common use of the property owners in the subdivisions, with the purpose indicated thereon. All lands dedicated to public use other than streets or roads shall be marked "Dedicated to the Public."
- 5) **Engineer's Certificate.** Affidavit and certificate by a qualified professional engineer or qualified registered land surveyor to the effect that he/she has fully complied with the requirements of these regulations and the subdivision laws of the State of Missouri governing surveying, dividing and mapping of the land; that the plat is correct representation of all the exterior boundaries of the land surveyed and the subdivision of it; that the plat represents a survey made by him/her and that all monuments indicated thereon actually exist and their location, size and material are correctly shown.
- 6) **Tax Paid Certificate.** A certificate issued by the authorized City and County Officials to the effect that there are no unpaid taxes due and payable at the time of plat approval and no unpaid special assessments, whether or not due and payable at the time of plat approval, on any of the lands included in the plat, and that all outstanding taxes and special assessments have been paid and all property dedicated to public use.

City of Ozark Geographic Reference System (GRS) Stations shall be used to base the survey on the Missouri Coordinate System of 1983, Central Zone. (City of Ozark GRS Station info can be acquired from the GIS Department.)

A table containing coordinates based on the Missouri Coordinate System of 1983, Central Zone for all of the following:

City of Ozark GRS Stations  
Public Land Surveyor Section Corners  
All Boundary Corners (existing and created)

# City of Ozark Missouri

## Planning & Development



### **SUBMISSION OF FINAL PLAT APPLICATION:**

**Plat Conformity:** The final plat shall be in substantial conformity with the approved preliminary plat.

**Application Deadline:** The applicant and/or his or her engineer shall submit to the Planning and Development Department an application for a final plat and all supplemental information no later than thirty (30) working days prior to the scheduled Planning and Zoning Commission meeting at which the applicant is seeking action. The applicant must pay all associated filing fees at the time of submission.

**Number of Copies and Required Scales:** The developer and/or his/her engineer shall prepare and submit to the Planning and Development Department a final plat application along with two (2) folded 24" x 36" black line or blue line prints, one (1) folded 11" x 17" legible paper copies, and all other required supplemental material as set forth in Article III Section 405.210 et seq. The plat shall be drawn at a scale no greater than 100 feet to the inch and which is in increments of ten (10) feet. Said scale shall be indicated on the plat graphically.

A fee shall be paid for the examination (review) of each final plat as follows:

\$225.00 plus \$1.50 per lot

**Payment of Miscellaneous Fees:** Payment of all fees and penalties associated with the development of the subdivision must be paid in full prior to submission of the final plat application.

**Public Improvements Required Prior to Submission:** Prior to submitting the application and all supplemental information for final plat approval, all required infrastructure improvements including but not limited to Storm Water Detention Basins, Curbs, Gutters and Inlets, Sanitary Sewer Lines, Lift Stations, Potable Water Lines, Impervious Roadway Surfaces, Sidewalks, Landscaping and/or Buffer Yards, as well as other applicable improvements required by the Planning and Zoning Commission must be constructed, inspected and approved by the appropriate City Inspectors.

**Public Improvement As Built/Record Drawings:** When an application for final plat is submitted the applicant's engineer must provide one (1) set of 24" x 36" paper copies and one (1) digital copy of the "As Built/Record" drawings to the Planning and Development Department. The digital copy must be submitted as an AutoCAD dwg. File complying with the following:

Missouri Coordinate System of 1983, Central Zone, (in U.S. feet). The digital copy shall include either paper space for each sheet or sheet layouts of individual sheets.

**Schedule of Values:** The applicant must submit with the final plat application either a schedule of values sheet sealed by a Missouri Registered Professional Engineer or a copy of the accepted contractors bid for all proposed improvements to the Planning and Development Department for review. The Director of Public Works must approve accepted schedule of values.

**Performance Guarantee:** After the Director of Public Works has approved the schedule of values, the applicant shall submit with the final plat application a performance bond or other sufficient surety, acceptable to the Director of Public Works, from an insured financial institution, in accordance with Article VII of this Title.

**Subdivision Covenants and Restrictions:** If the subdivision contains any common use areas, then, the applicant must submit with the application a draft copy of the Subdivision's Homeowner and/or Property Owners Association Covenants and Restrictions to be reviewed and approved by the City Attorney. Restrictive Covenants, if any, as well as a document showing that the establishment of a Home Owners or Property Owners Association responsible for enforcing those covenants or maintaining those common use areas will be required for all new Residential, Commercial, or Industrial developments. These documents must be approved by the City Attorney prior to recording the document with the Christian County Records Office, and shall be recorded simultaneously with the Final Plat.

#### **APPROVAL OF FINAL PLAT:**

**Commission Approval of Final Plat:** Approval of the final plat by the Planning and Zoning Commission is contingent upon compliance with the requirements set forth in this Article and in Articles IV through VII of this Chapter.

- A. The Planning and Zoning Commission shall recommend approval of the final plat unless it finds that the plat or the proposed subdivision fails to comply with one or more of the requirements of this Article or that the final plat substantially differs from the approved preliminary plat. The Planning and Zoning Commission shall have sixty (60) days to take action on the final plat. If the Planning and Zoning Commission within the sixty (60) day time period takes no action, the final plat shall be deemed for approval by the Planning and Zoning Commission. The sixty (60) day period for Planning and Zoning Commission action may be extended at the request of the Planning and Zoning Commission with the written consent of the applicant.

- B. Approval of the final plat shall require the developer's engineer to provide a digital copy of the plat to the Planning and Development Department prior to recording the final plat. The final plat shall reflect the "As Built" conditions existing on the property and shall be provided as an AutoCad dwg file on U.S. State Plane 1983, Missouri Central 2402 Zone, [NAD 1983, CONUS] coordinates

**Commission Denial of Final Plat:** If the Planning and Zoning Commission denies the final plat, the applicant shall be furnished with a written statement of the reason for the disapproval and recommended changes, if any. The applicant has the right, upon denial, to re-submit the final plat as set forth in the City of Ozarks Municipal Code or file an appeal to the Board of Aldermen.

**Procedures for Resubmitting a Revised Final Plat:** If the applicant elects to resubmit a revised final plat for further consideration by the Planning and Zoning Commission he/she must do so within ninety (90) days from the Planning and Zoning Commission's denial. If the applicant resubmits a revised final plat within ninety (90) days no additional fees will be assessed.

**Board of Aldermen Approval of Final Plat:** After consideration of the final plat by the Planning and Zoning Commission, it shall be submitted to the Board of Aldermen with written comments for final action. The final plat may be approved or denied by ordinance, duly passed and approved by the Mayor and any approval shall be endorsed on the plat under the hand of the City Clerk and the seal of the City.

#### **RECORDING OF THE FINAL PLAT:**

**Acknowledgement of Final Plat:** The owner, trustee, general partner or the authorized Officer or Director of a corporation, partnership, or company shall sign the final plat before some official authorized by law to take acknowledgements of conveyance or real estate.

**Recording Final Plat with Recorder of Deeds:** The applicant shall record the final plat with the Christian County Recorder of Deeds after the approval certificates are signed by the Planning and Zoning Commission Chairman, County Collector, Mayor of Ozark, as attested to under the hand and seal of the City Clerk. The approval certificates on two (2) mylar and two (2) paper copies of the final plat shall be so signed and sealed by the Christian County Recorder of Deeds and one (1) mylar and two (2) paper copies shall be returned, including the date and recorded book and page number of the plat, to the City of Ozark Planning and Development Department.

The applicant/developer must cause to be recorded, simultaneously with the recording of the final plat, a copy, if any, of the subdivision covenants,

homeowner association, and/or property owner association documents as approved by the City Attorney and Planning Commission.

**Sale or Conveyance of Lots:** The sale, conveyance, advertising of lots, and/or construction of buildings shall not commence until the final plat, subdivision covenants, homeowner association, and/or property owner association documents have been recorded.

**FINAL PLAT IN STAGES PERMITTED:**

The final plat for any major subdivision that has received preliminary plat approval may be submitted in stages provided that:

- A. Each stage satisfies the requirements set forth in this Chapter; and
- B. All required improvements are provided for in the stage along with any other improvements necessary to the subdivision's orderly development; and
- C. After final plat approval of each stage, the applicant within one (1) year of approval of the final plat of the previous stage shall submit the final plat for the next stage of the subdivision.

**ACCEPTANCE OF DEDICATION OFFERS:**

**Acceptance by Board of Aldermen:** Approval of a final plat does not constitute acceptance by the City of the offer of dedication of any streets, alleys, sidewalks, parks, or other public facilities shown on the plat. However, the Board of Aldermen may accept any such offer of dedication by ordinance.

**Maintenance Until Accepted:** The owner/developer shall maintain all improvements for which an offer of public dedication has been made until the Board of Aldermen accepts such offer of dedication.