



# Minor Subdivision Review Checklist

## What type of Minor Subdivision should I apply for?

- **Type 1 (Lot Consolidation and Lot Line Adjustment)**
  - Does not result in an increase in the number of lots
  - Does not include public improvements
- **Type 2 (Lot Split)**
  - Results in an increase of up to 5 lots
  - Does not include public improvements
- **Type 3 (Lot Split)**
  - Results in an increase of more than 5 lots but less than 15
  - Minor infrastructure improvements may be required (Curb, drive approach, sidewalks, street trees, storm sewer and stormwater management facilities)
- **Type 4 (Condominium Plat)**
  - Any subdivision of a building that meets the definition contained in 88-810-370

**Note:** Reestablishment for legally established lots and parcels of record are exempt from the minor subdivision process and can follow the process outlined in Section 88-535-02-A of the Zoning and Development Code.

## Do you qualify for a Minor Sub?

- All lots meet the lot and building standards of the zoning district **OR** meets the Infill standards of 88-110-07
- Has access to sanitary sewer and water
  - Or minimum 3 acres for septic systems for **EACH** lot.
- Minimum lot frontage onto public ROW
- Maximum 3 to 1 lot depth to width ratio for 1-acre or more in size
- Primarily used to adjust, split, or combine existing lots
- Check for underlying approved plan (CUP/ UR/ MPD or Preliminary Plat).

## Submittal Requirements:

- Certificate of Survey / Plat of Survey drawing (by a Missouri registered surveyor)
  - Survey must be signed and sealed. Initial versions may be marked with terms of "Preliminary", "Not for recording", etc. until the final version is submitted for City signatures.
- Recent paid property tax receipts (county, city, and any special assessments)
- Title Report (MUST be current within 90 days)
- Subordination of Deed of Trust **ONLY IF** there is a mortgage or loan on the property
- Property Owner's Association (POA/HOA) Covenants, Conditions, & Restrictions documents (**If Type 4: Condominium Plat**)
- Stream Buffer plans if plans include or are adjacent to a regulated stream

**Other:**

- Cannot receive variance to subdivision regulations for Minor Subdivision. This requires a Preliminary Plat and a Final Plat granted by City Plan Commission & City Council.
- Cannot dedicate or vacate easements by Minor Subdivision.
- Cannot dedicate, expand, or vacate ROW by Minor Subdivision.
- Discourage odd shaped and “flag” lots.
- Discourage double roadway frontage lots.
- Applicant must have a Pre-Application Meeting with Staff to discuss Minor Subdivision

**City Signature Block:**

|   |                            |
|---|----------------------------|
| City of Kansas City, Missouri<br>City Planning and Development Department<br>Pursuant to the authority delegated to me by the City Council in Section 88-535-05 of the Zoning and Development Code, I hereby approve this minor subdivision plat. |                            |
| _____   | Date: _____ Case No: _____ |
| For Jeffrey Williams, AICP<br>Director of City Planning and Development   |                            |
| _____   | 2” x 2” OPEN SPACE         |
| Marilyn Sanders, City Clerk   |                            |
| _____   | (City Seal)                |
| County GIS/Recorder Department  |                            |

**COUNTY RECORDING INFORMATION:**

|   |   |
|---|---|
| <b>Plat Dedication:</b><br><br>Insert Plat Name                                       | Reserved for County Recording Stamp<br><br><br><br><br><br><br><br>2” x 4” OPEN SPACE |
| <b>Private Open Space Dedication:</b><br><br>Insert Acres of Parkland to be Dedicated |   |
| <b>Record As:</b><br><br>Survey or Plat or Condominium                                |   |

**Staff Contacts**

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## Minor Subdivision Checklist:

|  |  | N/A |   |
|---|---|-----|---|
| <b>Submittal Requirements / QCR:</b>  |   |     |   |
|   |   |     | Certificate of Survey / Plat of Survey drawing – incorporate Survey in document title   |
|   |   |     | Recent paid property tax receipts (county, city, and any special assessments)   |
|   |   |     | Title Report (current within 90 days)   |
|   |   |     | Subordination of Deed of Trust (if applicable)  |
| <b>Survey Content:</b>  |   |     |   |
|   |   |     | North Arrow, scale, and graphic scale   |
|   |   |     | Legal Descriptions of survey area   |
|   |   |     | Location Map including the Section/Township/Range information   |
|   |   |     | Identify adjacent right-of-way of all streets, alleys, etc. including right-of-way width dimensions. Label all street names with the correct directional prefix and roadway type suffix as required.  |
|   |   |     | Proposed lot numbers and tract letters (units numbers for townhome and condo plats)   |
|   |   |     | Existing Features and Utilities as applicable: <ul style="list-style-type: none"> <li>• All utility, access, or other easements</li> <li>• Water mains and service lines</li> <li>• Sanitary sewer mains and services lines</li> <li>• Stormwater mains</li> <li>• Private utility lines (i.e. gas, electric, telecom, etc.)</li> <li>• Building footprints</li> <li>• Fences</li> <li>• Curbs and curb cuts/driveways</li> <li>• Sidewalks with width dimension</li> </ul> |
|   |   |     | Surveyors Certification language and signature line with seal   |
|   |   |     | City Signature Block (DMD and City Clerk as shown on page 2)  |
|   |   |     | Property Owner(s) signature block with notary   |
| <b>Supplemental Documents and Information:</b>                                    |   |     |   |
|   |   |     | Verify ownership matches County records   |
|   |   |     | No more than 5 lots created   |
|   |   |     | Meets lot and building standards of the zoning district   |
|   |   |     | Has access to sanitary sewer and water <ul style="list-style-type: none"> <li>• Or minimum 3 acres for septic systems for <b><u>EACH</u></b> lot</li> </ul>   |
|   |   |     | Minimum lot frontage onto public right-of-way   |
|   |   |     | Maximum 3 to 1 lot depth to width ratio for lots 1-acre or more in size   |
|   |   |     | Provide Stream Buffer plans if plans include or are adjacent to a regulated stream  |



## Condominium Plat Requirements:

A Condominium Plat must include all the details specified in a Minor Subdivision application, which are outlined in the previous table. Additionally, incorporate the information provided in the table below.

A Preliminary Plat is necessary in order to illustrate utility lines and how each lot will connect to public utilities unless the Condominium Plat aligns with a previously approved plan that served as a Preliminary Plat. The Condominium Plat should adhere to the approved Preliminary Plat and/or Development Plan, including any restrictions on the maximum number of condominium units.

If the land has not been previously platted with a Final Plat and is currently described by metes and bounds, it must be platted following Section 88-555 of the Zoning and Development Code prior to submitting the Condominium Plat application.

## Condominium Plat Checklist:

|                       |  | N/A |  |
|--|---|-----|--|
| <b>For Condo Plats <u>ONLY</u> (see above requirements of Minor Subdivisions the following items):</b> |   |     |  |
| <b>Submittal / QCR:</b>  |   |     |  |
|  |   |     | All Minor Subdivision requirements   |
|  |   |     | Property Owner's Association (POA/HOA) Covenants & Restrictions documents  |
|  |   |     | Proof of payment of Parkland Dedication Fees – applies to residential only   |
| <b>Survey Content and Supplemental Documents and Information: (see above)</b>                          |   |     |  |
|  |   |     | Verbiage on the face of the condominium plat for the owners acknowledgment and the notary public witnessing such signatures  |
|  |   |     | Exact dimension of the condominium units   |
|  |   |     | Show the footprint of the buildings and the building identification system;  |
|  |   |     | All floor and ceiling elevations   |
|  |   |     | All common elements and limited common elements  |
|  |   |     | A chronological chart referencing the building number, plat book and page, and date of any previously recorded condominium plats when there are multiple condominium plats |
|  |   |     | A 3D depiction of the proposed cube in relation to the rest of the floors  |

## Document Revision History:

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**September 2019:** created

**October 8, 2019:** added comments related to stream buffer plans

**February 3, 2020:** Removed option for ownership certificate per Law Department determination. Ownership certifications must be made through a Title Report current within 90 days of submittal.

**March 18, 2020:** Added clarifying detail that all surveys should be signed and sealed for each submittal and resubmittal, but may be marked as “preliminary” until the final version is submitted.

**February 4, 2022:** Updated contact list.

**September 29, 2022:** Updated contact list.

**January 30, 2023:** Update for new Minor Sub Types, Procedures, and Infill Ordinance.

**January 11, 2024:** Update new signature block and further clarified Condominium Plat requirements