

**CITY OF WRIGHT CITY  
RECORD/FINAL PLAT  
APPLICATION**

**Final Plat Submittal Date:** \_\_\_\_\_

**Expiration Date of Preliminary Plat (One Year from Approval)** \_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_

**Address/Location** \_\_\_\_\_

**Applicant/Contact:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_

**Owner**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

*By signing this application, I state that I have reviewed and complied with Chapter 455: Subdivision and Land Development of the Municipal Code of the City of Wright City and hereby present this record/final plat for approval.*

**Fees - \$200.00 per acre ( or portion thereof ) per plat (minimum fee) \_\_\_\_\_ acres x \$200.00 = \_\_\_\_\_  
Per Section 455.010 of Wright City Municipal Code, all costs plus 15 percent to be borne by the applicant with a minimum fee to be \$200.00**

I understand that I am responsible for ALL costs necessary for review, approval and/or recording fees incurred. I agree to deposit the necessary funds with the City, prior to any review work beginning, to cover said costs and to replenish these funds if the costs exceed the deposited amount. If the deposited amount exceeds the actual costs incurred by the City in excess of the minimum fee, the excess amount will be reimbursed to the applicant.

Amount Paid \$ \_\_\_\_\_

\_\_\_\_\_ **Date** \_\_\_\_\_  
**Applicant Signature**

**Submitted to Board of Aldermen** \_\_\_\_\_

**ORDINANCE NUMBER** \_\_\_\_\_ ; **DATE** \_\_\_\_\_

**Section 455.060 Record Plat Procedures.**

[Ord. No. 342 §§I — II, 11-13-1997]

- A. *Filing Procedures.* Three (3) copies of the proposed record plat shall be submitted in the form required in this Chapter to the City Engineer and/or City Superintendent together with completed application form and fees and security agreement required for performance guarantee. Upon correction, notification and corrections made accordingly, a reproducible original (Mylar) and a reproducible mylar (Sepia) must be submitted at least fifteen (15) working days prior to the meeting of the Board of Aldermen at which the plat is to be considered. The City Engineer and/or City Superintendent shall determine if the submittal is complete and, if so, transmit same to the Board in adequate time for inclusion on the agenda for the Board's next meeting. If the application is not complete, the City Engineer and/or City Superintendent shall so notify the applicant in writing and shall indicate deficiencies. A record plat shall not be accepted for review after the date of expiration of the approval of the preliminary plat. The record plat shall be signed by the registered land surveyor and by the developer prior to filing with the City Engineer and/or City Superintendent. The record plat shall be prepared on tracing cloth, or similar quality material, with maximum size of twenty-three and one-half (23½) inches by thirty-four and one-half (34½) inches, or those dimensions required by the Warren County Recorder of Deeds.
- B. *Information Required.* Prior to approval of the record plat, the Board of Aldermen shall require the following information:
1. Name of subdivision plat.
  2. Date, scale and north point.
  3. Acreage in plat.
  4. Abstract of title or other certificate establishing ownership interests and proof that proper parties have signed the plat for all land in the subdivision.
  5. 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.
  6. On the final plat all proposed public and private streets and alleys with their widths and names shall be identified. Private streets shall state "Maintained by Property Owners".
  7. An accurate delineation of any property offered for dedication to public use.
  8. The line of departure of one (1) street from another.
  9. The boundary lines of all adjoining lands for a distance of one hundred (100) feet and showing (with dotted lines) the right-of-way lines of adjacent streets and alleys with their widths and names.
  10. All lot lines and an identification system for all lots and blocks.
  11. Building lines and easements for rights-of-way provided for public use, services or utilities, with figures showing their dimensions, and listing uses that are being provided.

12. 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.
  13. All survey monuments, together with their description.
  14. Area in square feet for each lot or parcel on the plat or supplemental sheet showing same. The total for each lot should equal or exceed ordinance requirements.
  15. An accurate drawing of the proposed subdivision prepared at the scale of not less than one (1) inch equals one hundred (100) feet (1 inch = 100 feet) horizontal.
  16. Certification by a land surveyor to the effect that the plat represents a survey made by him/her, and that the locations of all required survey monuments, installed or to be installed, are correctly shown thereon. The months and year during which the survey was made shall be shown.
  17. A notarized letter shall be submitted to the City showing that there are no delinquent taxes outstanding.
  18. Dedication of all streets, public highways, alleys and land intended for public use together with lot restrictions signed by all parties who have mortgage or lien interest including owners.
  19. The developer shall provide the City with proof of a guarantee of completion for those improvements to be installed after record plat approval, as approved in the preliminary plat.
  20. A copy of all trust indentures/covenants/deed restrictions to be recorded must be submitted as a part of the record plat.
  21. Depict flood hazard boundaries as shown on FEMA maps.
  22. The developer's engineer shall identify on the record plat any lot for which special precautions should be taken to prevent damage to any structure caused by the forces commonly known as "street creep". The developer's engineer shall also recommend any special construction technique required to counter the forces.
- C. *Review Procedures.* The record plat shall conform closely to the preliminary plat as approved. Adequate security for all improvements and facilities to be provided by the developer shall be submitted in accordance with Section **455.110**, and all dedications and easements shall be evidenced as having been made before the Board may approve the record plat. However, approval of the record plat shall not constitute acceptance of items for dedication. Such acceptance requires separate, formal action of the Board.
- D. *Record Plat Approval.* The Board of Aldermen shall review all recommendations and either approve or disapprove the proposed record plat within thirty (30) days of the date of submission. The Board shall approve the plat if it conforms to the preliminary plat as finally approved and to the provisions of the Subdivision Code and Zoning Code. If the proposed record plat is approved and accepted by the Board by ordinance, the Clerk shall sign the record plat signifying approval by the Board of Aldermen which shall include the date of approval and the date on which the Clerk signs the certificate. If the proposed

record plat is disapproved, the City Engineer and/or City Superintendent shall record the reasons for rejection in the minutes of the Board meeting, notify the developer in writing of the action and reasons therefor, and return the plat to the developer.

- E. *Effect Of Record Plat Approval.* Approval of the record plat shall confer upon the developer, for a period of one (1) year from the date of approval, a right that all existing zoning regulations and subdivision regulations shall remain unchanged as they apply to the property included in the record plat. No subdivision or plat shall be recorded in the office of the Recorder of Deeds for Warren County, Missouri, unless and until the City Engineer and/or City Superintendent approves the construction plan and the approval of the Board of Aldermen of the record plat is endorsed thereon. No lot in the subdivision plat may be sold until the construction plan has been approved by the City Engineer, Enforcement Officer or City Superintendent and the plat officially recorded by the County Recorder of Deeds. If no record plat of a subdivision for which final approval has been given is recorded by the Warren County Recorder of Deeds within said one (1) year period, the Board shall formally request the developer to explain extenuating circumstances preventing recording of the plat. The Board shall then determine whether provision of an extension would serve the best interests of the City of Wright City. If these findings are negative, then the Board shall formally revoke final approval of the plat and shall so notify the developer and the Warren County Recorder of Deeds.

If the construction plan is approved and the plat officially recorded within said time periods, the developer must diligently proceed with the proposed construction (applying for construction and building permits, installing streets, utilities, etc.) within one (1) year of recording the plat. The City shall have authority to complete all escrow items.

Once the developer has received record plat approval, it shall be the developer's responsibility to maintain at their sales office:

1. Description of the developer's/subdivision trustees responsibilities for common ground within the subdivision.
2. A copy of their approved record plat indicating the nature of all adjacent zoning as of date of approval.
3. A copy of all indentures, restrictions and covenants be available also.
4. Developers shall be required to post notice, at the sales office, that these items are available for review.