

BOUNDARY ADJUSTMENT CHECK LIST

Plat Submittal: To initiate review, a PDF of the plat should be emailed to the Department at planning@stlouiscountymo.gov. Signatures on this plat are not required at this stage of the review process. The \$300 review fee can be paid via cash or check made out to St. Louis County Department of Planning with the project name in the memo line. The fee should be mailed to the Department of Planning:
41 S. Central Ave, 5th floor
Clayton, MO 63105

Common Errors and/or Omissions:

- A Boundary Adjustment Plat does not transfer ownership of land. If more than one property owner is involved, a warranty deed must be filed with the Recorder of Deeds concurrently with the recording of the Boundary Adjustment Plat to transfer ownership of property.
- The purpose of the Boundary Adjustment Plat procedure is to adjust property lines or combine lawful parcels of land. Determining if a parcel of land is a legal lot can be complicated. In general terms the following are legal lots;
 - o Lots created by plat or deed prior to June 13, 1946, adoption date of the first County Zoning Ordinance.
 - o Lots three (3) acres or larger in size created by deed prior to April 22, 1976, when the Subdivision Ordinance requirement was amended.
 - o Lots larger than ten (10) acres in size created by deed, current Subdivision Ordinance requirement.
 - o All lots on plats approved by the County or lots approved by other County procedures.

If a lot is altered by right-of-way dedication or condemnation, it doesn't make the lot illegal, but lots altered by deed could make them illegal. If assistance is needed call Zoning Enforcement at 314-615-2525 for more information.

- The Boundary Adjustment Procedure can't be used for extensive replatting of an existing subdivision.
- A Boundary Adjustment Plat can create no additional lots. If three lots exist before the Boundary Adjustment Plat is submitted, then no more than three can exist after the lots are adjusted.
- The resulting lot or lots can't be reduced below the minimum lot sizes, lot frontage requirement, and/or the minimum setback dimensions required in the Subdivision or the Zoning Ordinances.
- Boundary Adjustment Plat can be used to adjust lawful lots existing in non-compliance with minimum area, frontage, and dimensional requirements of Subdivision and Zoning Ordinances, provided that the resulting adjustment of lot lines does not increase the degree of non-compliance.

Items often not included on a Boundary Adjustment Plat:

- A Boundary Adjustment Plat must include an adequate legal description of the boundaries of the original lots and of the adjusted lots.

- The size and dimension, normally accomplished by using lines with arrows, of the original and adjusted lots are required.
- A key map and locator number.
- All owners must sign the plat and their signatures must be notarized
- Lienor signature is required.
- Zoning on the site and any zoning lines including Flood Plain and a reference to any special procedures used, Planned Environmental Unit, Density Development, Planned Commercial, or Planned Industrial used on the site.
- Verification from the St Louis County Department of Transportation and Public Works Survey Section that the plat complies with the current Missouri Minimum Standards for Property Boundary Surveys must be filed in conjunction with any Boundary Adjustment Plat.

Items Required On Plat:

Include a location map showing the tract and its relationship to the surrounding area.

Include a locator/tax ID number under the location map.

Include the name and address of the person ordering the survey on this plat.

Show ownership and deed book and page information of surrounding parcels

Add a note indicating “A land disturbance permit for any new construction on this site may be required. Boundary adjustment plat approval is not to be construed as approval of a land disturbance permit”

Add a note indicating, “This boundary adjustment plat doesn’t vacate existing easements”.

Include a note on the plat that states “The structures and zoning uses on this site are in compliance the Site Development Plan (SDP) approved by the Department of Planning.

Include a note on the plat that states: “Approval of this Boundary Adjustment Plan doesn’t amend the SDP or existing approved uses on this site”

Indicate, with arrows and lines, the dimensions/shape of the existing lot lines, and the dimensions of the adjusted lot lines.

Indicate the size, in square feet, of the existing and adjusted lots.

Show all structures, including their use(s), and easements.

Mark the existing zoning district(s) in the title block portion of this plat.

Include a lien holder script for this site or include a note that no loans exist on this site.

The Director’s signature block should read as follows

“This plat has been reviewed under Section 1005.360 of the St Louis County Subdivision Ordinance (Chapter 1005) and approved by the St. Louis County Department of Planning on _____. 202_. The purpose of this plat is to adjust a boundary between adjoining

properties, no additional lots are created, no easements are vacated by this plat, and the original lots are not reduced below the minimum size requirements of the Zoning Ordinance (Chapter 1003) or the Subdivision Ordinance.”

Jacob W. Trimble AICP, Director of Planning Date

Additional Required Items:

The subdivision name on this plat is new and needs to be certified by the Recorder of Deeds (314-615-3786).

Submit two copies of the plat to Andrew Williams, Chief of Surveys, St. Louis County Department of Transportation and Public Works, for his review and approval indicating that the plat complies with Missouri Minimum Standards for Property Boundary Surveys.

\$300 review fee.