



SUBDIVISION FILING PETITION

FOR THE

DEPARTMENT OF PLANNING REVIEW PROCESS

- I. Subdivision platting requirements are found in the MUNICIPAL CODE, Title IV LAND USE, CHAPTER 420 SUBDIVISION AND DEVELOPMENT REGULATIONS, which may also be found online at www.cityofwildwood.com. The following information shall be compiled and submitted to the Department of Planning, Wildwood City Hall, 16860 Main Street, Wildwood, Missouri 63040.

- Boundary Adjustment/Lot Consolidation Plat
- Easement Dedication Plat
- Minor Subdivision Plat [Four (4) lots or less]
- Major Subdivision Plat [Five (5) lots or more] - Preliminary Plat procedure required unless rezoned and/or PRD Overlay District for Site Development Plan approval
- Major Subdivision - Record Plat procedure

Project Name: _____

Address/Locator #: _____

Zoning: _____

Council Ward: _____

Submitted by: _____

Contact #: _____

- II. **Three (3) copies of the proposed plat shall show and be accompanied by the following information, and submitted to the Department of Planning with this signed plat application:**

- North arrow and graphic scale.
- 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.
- The lines of all proposed streets and alleys with their widths, names, and maintenance entity [i.e. 'public' or 'private'].
- An accurate delineation of any property offered for dedication to public use, with appropriate script.
- The line of departure of one street from another and sight-distance triangle.

- The boundary lines of all adjoining lands and the right-of-way lines of adjacent streets and alleys with their widths and names.
- All lot lines and an identification system for all lots and blocks.
- 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.e. Service Provider's List].
- 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.
- All survey monuments, together with the descriptions.
- Area in square feet for each lot or parcel on the plat, including common ground, or a supplemental sheet showing same.
- Name of subdivision and description of property subdivided, showing its location and area [i.e. Location Map].
- 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.
- Private restrictions and trusteeships where required by ordinance and their periods of existence. Should such restrictions and trusteeships 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.
- When elderly housing is being developed on site and a variance has been granted per [Chapter 415](#), Section 415.280(D)(13), "Elderly Housing" shall be indicated in the title.
- 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 City Council.
- If the developer places restrictions on any land contained in the subdivision that is greater than those required by [Chapter 415](#), Zoning Regulations, or this Chapter, such restrictions or references thereto should be indicated on the plat.
- Zoning district, and zoning district boundary line when property is located in more than one (1) district, special procedure or planned district and ordinance numbers or date of order (density development) when applicable.
- Accurately note elevation referring to mean U.S.G.S. datum for permanent Benchmark, Basis of Bearing, Source of Record, and Title Commitment Number and date.

III. The following items must be submitted with a proposed RECORD PLAT. The Department will not begin its review until such time all information has been submitted, or a written request for a waiver to those requirements has been submitted and reviewed by the Director of Planning.

- Comments regarding ability to serve subject property and approval of easements, existing or newly-established, from the following agencies:
 - Missouri-American Water Company;
 - Ameren UE, including street lighting contract, if applicable [light standards will be escrowed]
 - Metropolitan St. Louis Sewer District [storm sewers will be escrowed]
 - Laclede Gas
 - AT&T [or other pertinent telephone company]
 - Cable
- Verification of street names and addresses from St. Louis County Department of Revenue – Land Information Services: Attn – Address Coordinator.
- Comments/approval from applicable Fire Protection District [Monarch, Metro West, or Eureka], regarding verification of location of fire hydrants, adequacy of water supply, and emergency vehicle requirements.
- Tax certificate or copy of paid real estate tax receipt from the Office of the St. Louis County Collector of Revenue for subject property.
- Any special study or engineering calculations, if required.
- Verification of proper placement of new survey monuments from the Department of Public Works.
- Roadway inspection fees, payable to the City of Wildwood’s Department of Public Works, if applicable.
- Subdivision Processing Fees, as outlined in Section 420.370: \$300.00 for BA and Minor Subdivision Plats [4 lots or less]; \$700 for Preliminary Plats; Record Plat Fees vary.
- Approval from trustees of the existing Homeowners/Roadway Maintenance Association or submit a new Trust Indenture, with a General Warranty Deed for common land conveyance [if applicable], including, but not limited to:
 - a. Common land shall be conveyed by the owner in fee simple absolute title by warranty deed to trustees whose trust indentures shall provide that the common land be used for the benefit, use, and enjoyment of the lot owners present and future and shall be the maintenance responsibility of the trustees of the subdivision and that no lot owner shall have the right to convey his interest in the common land, except as an incident of the ownership of a regularly platted lot.
 - b. The following representation of purchasers of developed lots among the trustees: one-third (1/3) of the trustees shall be chosen by purchasers of developed lots after fifty percent (50%) of the lots have been sold; two-thirds (2/3) of the trustees shall be chosen by purchasers of developed lots after seventy-five percent

(75%) of the lots have been sold; and all of the trustees shall be chosen by purchasers of developed lots after all of the lots have been sold.

- c. Where the provisions of such a trust indenture cannot be fulfilled by reason of unfilled vacancies among the trustees, the City Council may, upon the petition of any concerned resident or property owner of the subdivision, appoint one (1) or more trustees to fill vacancies until such time as trustees are selected in accordance with the trust indenture. Any person so appointed who is not a resident or property owner within the subdivision shall be allowed a reasonable fee for his services by the order of appointment, which fee shall be levied as a special assessment against the property in the subdivision and which shall not be subject to any limitation on special assessments contained in the trust indenture or elsewhere.
- d. A trust indenture shall be required for a large-lot subdivision only in the event that common land is contained within the subdivision.
- e. Each trust indenture and warranty deed shall be accompanied by a written legal opinion from an attorney licensed to practice in the State of Missouri, setting forth the attorney's legal opinion as to the legal form and effect of the deeds and trust indenture. The deeds and indenture shall be approved by the Department and the City Attorney prior to being filed with the Recorder of Deeds of St. Louis County simultaneously with the recording of the record plat, with a copy to be filed with the City of Wildwood.
- f. Term of indentures for all types of subdivisions, including planned districts and special procedures, shall be for the duration of the subdivision. In the event the subdivision is vacated, fee simple title shall vest in the then lot or unit owners as tenants in common. The rights of the tenants shall only be exercisable appurtenant to and in conjunction with their lot or unit ownership. Any conveyance or change of ownership of any lot or unit shall convey with it ownership in the common land, and no interest in the common land shall be conveyed by a lot or unit owner except in conjunction with the sale of a lot or unit. The sale of any lot or unit shall carry with it all the incidents of ownership of the common land although such is not expressly mentioned in the deed; provided however, that no right or power conferred upon the trustees shall be abrogated.

Further explanation of any of these items can be provided to you by calling the Department of Planning at (636) 458-0440, ext. 118. Additionally, this information can be accessed via the internet at www.cityofwildwood.com, Municipal Code under the left navigation bar. This information is taken from and subject to Title IV LAND USE, CHAPTER 420 SUBDIVISION AND DEVELOPMENT REGULATIONS. Chapter 420 may also be purchased for ten (\$10.00) dollars at City Hall, 16860 Main Street, Wildwood, Missouri 63040.

These items include the minimum requirements, and further items may be applicable as requested from the Departments of Planning and/or Public Works. Once the plat has complied with all requirements, the Department will request the fully-executed mylar for presentation and action by the City Council.

We, the undersigned, are aware of the aforementioned items and submit this plat in full compliance with the aforementioned requirements.

Property Owner/Representative

Registered Land Surveyor/Engineer

Date: _____

Date: _____

[Please attach business cards to this page with contact information for Applicant and Survey Company]