



SUBDIVISION PLAT APPLICATION CITY of CAPE GIRARDEAU

COMMUNITY DEVELOPMENT, 44 N LORIMIER ST, CAPE GIRARDEAU, MO 63701 (573) 339-6327

Name of Subdivision SOUTH SIDE VILLAGE		Type of Plat <input checked="" type="checkbox"/> Record <input type="checkbox"/> Preliminary <input type="checkbox"/> Boundary Adjustment	
Applicant Susan Dodds, Koehler Engineering & Land Surveying		Property Owner of Record (if other than Applicant) Saint Francis Foundation Real Estate, LLC	
Mailing Address 194 Coker Lane	City, State, Zip Cape Girardeau, MO 63701	Mailing Address 211 Saint Francis Dr.	City, State, Zip Cape Girardeau, MO 63701
Telephone 573-335-3026	Email sdodds@koehlerengineering.com	Telephone	Email
Contact Person (If Applicant is a Business or Organization)		<i>(Attach additional owners information, if necessary)</i>	
Professional Engineer/Surveyor (if other than Applicant) Christopher Koehler, Koehler Engineering & Land Surveying		Developer (if other than Applicant)	
Mailing Address 194 Coker Lane	City, State, Zip Cape Girardeau, MO 63701	Mailing Address	City, State, Zip
Telephone 573-335-3026	Email ckoehler@koehlerengineering.com	Telephone	Email

ADDITIONAL ITEMS REQUIRED

See Instructions for more
information.

In addition to this completed application form, the following items must be submitted:


- ✓ Review Fee (payable to City of Cape Girardeau)
 - Single-Family or Two-Family Residential: \$20.00 per lot (\$100.00 minimum)
 - Multi-Family Residential: \$20.00 per dwelling unit (\$100.00 minimum)
 - Non-Residential : \$20.00 per acre (\$100.00 minimum)
- ✓ Recording Fee Deposit (payable to City of Cape Girardeau)

Sheet Size	Record Plat	Boundary Adjustment Plat
18" x 24"	\$44.00	\$24.00
24" x 36"	\$69.00	\$29.00

(The City reserves the right to issue a partial refund or collect an additional fee if the actual recording cost differs from the deposit amount)
- ✓ Two (2) full size prints of the plat
- ✓ Digital file of the plat in .pdf format (can be emailed to cityplanning@cityofcape.org)
- ✓ Completed minimum requirements checklist

CERTIFICATION

I hereby certify that I am the sole Property Owner of Record or an agent duly authorized by the Property Owner(s) of Record to file this application on their behalf. Furthermore, I hereby acknowledge that the plat submitted with this application must meet certain requirements in order to be approved including, but not limited to: a) successfully addressing all review comments, and b) any and all new public improvements for the subdivision being completely installed and ready for acceptance by the City and/or covered under a performance guarantee agreement in accordance with the City's Code of Ordinances. If I am an agent, I hereby certify that I have notified the Property Owner(s) of Record and the developer of these requirements.

 SUSAN DODDS
Applicant Signature and Printed Name

04/13/2022

Date

OFFICE USE ONLY

Date Received & By 4-13-22 File # _____ MUNIS Application # _____ MUNIS Permit # _____

Review Fee Received \$ 160.- Recording Fee Received \$ 69.- ☒ Check # 71411 ☐ Credit Card ☐ Cash

Preliminary and Record Plats:

Planning & Zoning Commission Recommendation _____ Date _____ City Council Final Action _____ Date _____

City of Cape Girardeau Subdivision Plat Requirements

MINIMUM REQUIREMENTS FOR RECORD PLATS – COMPLETE CHECKLIST AND SUBMIT WITH APPLICATION

(First column of check boxes is for professional engineer/surveyor; second column is for City staff)

NAME OF SUBDIVISION: South Side Village

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sheet size - 18" x 24", 24" x 24", or 24" x 36" |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | White background with black text and graphics; greyscale allowed; no other colors |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Border - rectangular, solid line(s) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Title block - include name, address, and phone number of consultant preparing the plat; include box for original issue date and at least 3 revision issue dates |
| N/A | <input type="checkbox"/> | Sheet number, if plat consists of more than one sheet |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Plat title - located at the top of the sheet, preferably centered; begin with "RECORD PLAT"; name cannot be a duplicate of an existing subdivision in the county or begin with "A RESUBDIVISION OF" |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Description beneath plat title - if existing platted lots are involved, begin with "ALL OF" or "PART OF" as applicable; include Block Number if applicable; include Book and Page or Document Number of existing plat; include vacated right-of-way/alley if applicable; end with "IN THE CITY AND COUNTY OF CAPE GIRARDEAU, MISSOURI" |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | References - list all deeds, plats, separate easement instruments, etc. used in preparing the plat; include Book and Page or Document Number for each, if recorded |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | North arrow with basis of bearings |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Graphic scale - 1:100 or less; must be a multiple of 10 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Vicinity map - lines only (no images); all nearby streets and major streets labeled; site labeled; include North arrow and "NTS" or "NOT TO SCALE" |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legend - list found monuments first, followed by set monuments, followed by: "SUBDIVISION BOUNDARY LINE", "NEW LOT LINE" and/or "LOT LINE TO BE ELIMINATED" as applicable, "EXISTING EASEMENT LINE" and/or "NEW EASEMENT LINE" as applicable, "BUILDING SETBACK LINE", "ADJACENT PROPERTY LINE", "RIGHT-OF-WAY LINE", "CENTERLINE", other symbols as applicable |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Curve table and/or line table, if necessary - include unit symbols for distances/lengths |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Subdivision boundary and internal lines accurately drawn and labeled with bearing and distance or referenced to curve table/line table |
| N/A | <input type="checkbox"/> | Section/township/range lines accurately drawn and labeled |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Adjacent parcel lines accurately drawn |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Subdivision boundary and internal lots checked for closure |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Each proposed lot labeled with lot number and area expressed in square feet and acres |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | All parcels within and adjacent to the subdivision boundary labeled with record owner name and Book and Page or Document Number for deed |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | All existing platted lots within and adjacent to the subdivision boundary labeled with subdivision name and Book and Page or Document Number for plat |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | All existing easements within the subdivision boundary labeled as existing; include type of easement (water, sewer, utility, access, etc.); include Book and Page or Document Number, if recorded |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | All new easements within the subdivision boundary labeled as "NEW ___ ' UTILITY EASEMENT" unless easement is for a non utility purpose (such as access) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | All building setback lines within the subdivision boundary labeled; include depth |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | All rights-of-way within and adjacent to the subdivision boundary labeled with street name (or labeled as alley if applicable) and right-of-way width |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | All private streets within and adjacent to the subdivision boundary labeled with street name followed by "(PRIVATE STREET)" and shown within an access easement (50 foot easement width if new) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Notes: <ul style="list-style-type: none">• Zoning - include zoning district name, minimum lot area, minimum lot width, maximum density if applicable, and setbacks; if zoning district has different standards based on land use type, include all standards and state the proposed use type(s)• Lot - include total number of lots, largest lot area, smallest lot area, and total subdivision area; include proposed density (for residential subdivisions) |

MINIMUM REQUIREMENTS FOR RECORD PLATS (CONTINUED)

- Variance, if applicable - begin with "A VARIANCE IS SHOWN FOR" followed by "A REDUCED LOT AREA FOR LOT _", "A REDUCED LOT WIDTH FOR LOT _", or "A REDUCED ____ YARD SETBACK ALONG THE ____ LOT LINE OF LOT _", as applicable
- Exception, if applicable - begin with "AN EXCEPTION IS SHOWN FOR" followed by "THE OMISSION OF THE REQUIRED 10 FOOT UTILITY EASEMENT ALONG THE ____ LOT LINE OF LOT _" or "A REDUCED UTILITY EASEMENT WIDTH ALONG THE ____ LOT LINE OF LOT _", as applicable
- Floodplain - begin with "A PORTION OF THE PROPERTY FALLS WITHIN" or "NO PORTION OF THE PROPERTY FALLS WITHIN", as applicable; if referencing a zone designation, state what that designation means
- ☒ ☐ List each record owner name and Book and Page or Document Number for deed, name and address of party for whom the plat was prepared, name and address of consultant that performed the survey and prepared the plat
- ☒ ☐ Subdivision Dedication:
 - Begin with "THE UNDERSIGNED," followed by the owner name(s) as stated in the current deed(s); include "HUSBAND AND WIFE," if applicable; include "A [insert state name] LIMITED LIABILITY COMPANY," or "A [insert state name] CORPORATION," if applicable; followed by "OWNER OF" or "OWNERS OF" and a description matching the description beneath the plat title, followed by "CONTAINING ____ SQUARE FEET (____ ACRES), MORE OR LESS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:"; followed by a legal description of the total subdivision area; followed by "HEREBY SUBDIVIDE" or "HEREBY SUBDIVIDES"; followed by "SAID TRACT INTO ____ AS SHOWN HEREON, WHICH IS A TRUE AND CORRECT REPRESENTATION OF SAID SUBDIVISION, WHICH IS HEREBY NAMED ____."
 - New right-of-way and/or easements - use standard language
- ☒ ☐ Legal description checked against drawing for congruence
- ☒ ☐ Owner signature line(s) with notary block(s) - include title after signatory name if owner is not an individual; include "HUSBAND AND WIFE," if applicable; include "A [insert state name] LIMITED LIABILITY COMPANY," or "A [insert state name] CORPORATION," if applicable
- ☒ ☐ City Clerk's certification - use standard block for record plats
- ☒ ☐ County Recorder of Deeds' certification - use standard block
- ☒ ☐ Surveyor's certification block