

## **BOUNDARY ADJUSTMENT PROCESS AND PROCEDURE CHECK LIST**

**Plat Submittal:** Two paper copies of the plat plus review fees should be submitted. Signatures on this plat are not required at this stage of the review process.

### **Common Errors and/or Omissions:**

1. The purpose of the Boundary Adjustment Plat procedure is to adjust property lines. Determining if a parcel of land is a legal lot can be complicated. In general terms the following are legal lots;
2. Lots created by plat or deed prior to June 13, 1946, adoption date of the first County Zoning Ordinance.
3. Lots three (3) acres or larger in size created by deed prior to April 22, 1976, when the Subdivision Ordinance requirement was amended.
4. Lots larger than ten (10) acres in size created by deed, current Subdivision Ordinance requirement.
5. 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.

6. The Boundary Adjustment Procedure can't be used for extensive replatting of an existing subdivision.
7. A new subdivision name cannot be created. If the parcel is located in a platted subdivision, the platted subdivision name must be used.
8. A Boundary Adjustment Plat cannot create additional lots. If three lots exist before the Boundary Adjustment Plat is submitted, then no more or less than three can exist after the lots are adjusted.
9. 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.
10. 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 to include on a Boundary Adjustment Plat:**

11. A Boundary Adjustment Plat must include an adequate legal description of the boundaries of the original lots and of the adjusted lots, including subdivision name. A Boundary Survey with all existing improvements with a seal displaying the surveyor is registered in the State of Missouri is required.
12. The size and dimension, normally accomplished by using lines with arrows, of the original and adjusted lots are required. Include the area of the lots in square footage, building lines and side and rear setback lines.
13. A key map and locator number.
14. Zoning on the site and a reference to any special procedures used, Planned Environmental Unit, Density Development, Planned Commercial, or Planned Industrial used on the site.
15. Verification from the St Louis County Department of Highways and Traffic that the plat complies with the current Missouri Minimum Standards for Property.
16. North arrow and scale.
17. Utility information as required.
18. Signature block for owners.
19. Plat scale should be no smaller than 1"=50' and on 24" x 36" document.
20. Upon approved by Crestwood, the plat must be recorded with St. Louis County within sixty days.
21. Applicant must return one original and two copies to the Crestwood Public Services Department.

**Script for Crestwood Approval**

CITY OF CRESTWOOD CERTIFICATE

This is to certify that the \_\_\_\_\_ (description) \_\_\_\_\_ was approved by the City of Crestwood, Missouri, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in accordance with Section 26-130.6 and Section 26-130.7 of the Crestwood Municipal Code.

Attest:

\_\_\_\_\_

\_\_\_\_\_

DIRECTOR OF PUBLIC SERVICES

CITY CLERK

(Name)

(Name)

## City of Crestwood Code

### **Sec. 26-130.5. - Boundary adjustments—Purpose and intent.**

The purpose of this section and sections 26-130.6 and 26-130.7 is to allow adjustments to be made to lot lines of platted lots or other lawful parcels for the purpose of adjusting the sizes of building sites or to bring nonconforming lots of record into compliance with Article IV, Zoning. It is not intended that extensive replatting be accomplished by use of this section and sections 26-130.6 and 26-130.7. (Ord. No. 3384, § 1(26-72.1), 10-10-95)

### **Sec. 26-130.6. - Same—Criteria.**

- (a) No additional buildable lot shall be created by any boundary adjustment.
- (b) The affected lot or lots shall not be reduced below the minimum size and dimensional requirements of Article IV, Zoning. (Ord. No. 3384, § 1(26-72.2), 10-10-95)

### **Sec. 26-130.7. - Same—Procedure.**

- (a) The boundary adjustment shall be accomplished by plat or deed and must include an adequate legal description of the boundaries of the original lots and of the adjusted lots.
- (b) The boundary adjustment plat and/or deed shall be submitted to the director of public works for review. The director shall approve or disapprove the boundary adjustment. In the case of approval, the director shall issue a certificate indicating his/her approval of the boundary adjustment. In the case of disapproval, the director shall indicate, in writing, the reasons for such disapproval.
- (c) The boundary adjustment plat and/or deeds, and the certificate of approval of same, shall be recorded at the office of the St. Louis County Recorder of Deeds within sixty (60) days of approval. If the said plat and/or deeds, and certificate of approval, are not recorded within this period, the approval shall expire.
- (d) Following the recording of the boundary adjustment documents, one (1) original copy of the plat and/or deeds, bearing the County Recorder's signature, seal, and notation of plat book and page, and/or deed book and page, shall be returned to the director of public works.  
(Ord. No. 3384, § 1(26-72.3), 10-10-95)

#### **NOTE**

#### **BOUNDARY ADJUSTMENTS:**

- (a) Director of Public Services and the City Clerk handle Boundary Adjustments, no Boards or Commission are involved.
- (b) No ordinances are necessary.

#### **LOT CONSOLIDATIONS:**

- (a) Director of Public Services may start the process but lot consolidations are considered a subdivision and must go before the Planning and Zoning Commission and the Board of Aldermen.
- (b) Public hearings and ordinances are required.

## Boundary Adjustment Plat Application

Application Fee \$215.00 (Cash or check due at time of application-**non-refundable**)    Application Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Project Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Surveyor/Engineer Name: \_\_\_\_\_

Surveyor/Engineer Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address and legal description of property (description may be attached): \_\_\_\_\_

*I declare that this application is true and correct to the best of my knowledge.*

Applicant Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICE USE ONLY**

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Notes;**  
**A Contractor's Business License is**  
**required for all contractor's that do**  
**not have a CRESTWOOD BUSINESS**  
**LICENSE.**

Payment Section

Date Paid: \_\_\_\_\_ Payment Amount: \_\_\_\_\_

Payment: Cash \_\_\_\_\_ Check \_\_\_\_\_

Received By: \_\_\_\_\_

Permit #: \_\_\_\_\_