

**City of Clever
Planning & Zoning Department
P.O. Box 52
Clever, MO 65631**

QUALIFICATIONS FOR MINOR SUBDIVISIONS

All subdivision of land not otherwise classified as a major subdivision shall be classified as a minor subdivision and shall be subject to the procedures adopted by the City Council.

1. The proposed subdivision will not create more than four tracts of land, including the remainder to be retained by the owner.
2. The proposed subdivision does not include the dedication of a new street or other public way or change in existing streets, easements, water, sewer or other public improvements. It is the intent of this provision to limit approval of minor subdivisions to those cases where the improvements required by these regulations have been provided, with exception to the extension of service to individual lots. It is not the intention of this provision to permit all requests, based solely requests that meet the minimum standards.
3. The subdivision is in compliance with the Zoning Code and other ordinances and regulations of the City of Clever and no substandard tract, parcel or lot will be created.
4. The subdivision will not result in the substantial increases in service requirements (e.g., utilities, traffic control, parks, schools, streets, etc.).
5. The parent tract was lawful under these regulations at the time the existing property description was recorded.
6. The configuration of the property was created by a court decree or order resulting from testamentary or interstate provisions.
7. The configuration of the property was created by the assembly or combination of existing tracts of record.
8. Minor subdivisions shall be limited so that no more than four (4) new tracts or parcels of land are created by minor subdivision from the original parent tract or parcel as that tract or parcel was at the time of annexation or else as the parcel was platted within a major subdivision in the interest of preventing the circumvention of the major subdivision process. Upon a request for a second (2nd) minor subdivision of a tract or parcel previously subdivided into fewer than four (4) new tracts or parcels. Council may authorize staff by resolution to execute a subsequent minor subdivision that otherwise meets the minor subdivision requirements.

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REVIEW & APPROVAL PROCEDURES FOR MINOR SUBDIVISIONS

1. All proposed minor subdivisions will be reviewed by the City's development review team comprised of staff from the Planning and Zoning Department, Fire Department, City Engineer (3rd party consultant), and the Public Works Department.
2. The review team will complete the review task using criteria from the City's various adopted standards, specifications, and regulations for development including the City of Clever Zoning Regulations, the City of Clever Subdivision Regulations, International Fire Code, and other applicable local, state, and federal requirements. In certain cases, reviews may also be conducted by various county and state officials for compliance with applicable requirements.
3. Minor Subdivision reviews are completed within ten (10) business days of receipt of the submittal for review. The City will prepare a review letter to be returned to the owner and their design consultant clearly indicating areas of concern and non-compliance so that they can be corrected prior to approval. Conditional approvals may be granted in select cases where issues of non-compliance are determined to be insignificant to warrant further review.
4. Most minor subdivision proposals will be approved by the Planning and Zoning Commission and the City Council due to certain public improvements or dedications. Dates of times of any public meetings at which the minor subdivision will be on the agenda of either body will be supplied to the applicant and to the public prior in advance of the meeting(s).
5. Minor subdivision approval shall confer upon the developer the right that the City will not change the general terms and conditions under which the approval was granted. Within sixty (60) days after approval of the plat by the City Council, the subdivider shall file said plat with the County Recorder. The subdivider shall pay the cost of recording the plat, easements, right-of-way deeds and any other related accompanying documents. If the plat is disapproved, the Planning and Zoning Department staff shall notify the applicant in writing of the actions and reasons therefore. If the applicant shall fail to record the plat within sixty (60) days, then the plat shall be held for naught.
6. ***SIDEWALKS*** – The Public Works Director may approve a builder, owner or subdivider of a minor subdivision to pay the City twelve dollars (\$12.00) per linear foot of sidewalk instead of building the sidewalk. This shall not apply to the major subdivisions or to lots, which are already developed (existing structures, houses, etc.) that are part of the minor subdivision.

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INFORMATION REQUIRED FOR MINOR SUBDIVISION PLAT

All minor subdivision proposals shall be presented on 24” x 36” paper, with work shown thereon prepared and sealed by a Missouri Professional Land Surveyor. All minor subdivision plats shall contain at least the following information, as well as any other information deemed necessary by the by the Planning and Zoning Commission to ensure compliance with applicable requirements.

1. The proposed subdivision name, the general location, as it is commonly known, or by some other name by which the project may be identified, the name and address of the present owner and subdivider and the surveyor.
2. Title, scale, north arrow, date of preparation, and each date for which a revision was made.
3. Location by section, township, range, City, County, State, or if a re-subdivision of existing or approved subdivision, then by lot or block numbers and name of the original subdivision.
4. The names, location and dimensions of adjacent streets within any adjoining subdivision.
5. The plat boundaries shall show the grid bearings, and distances dimensioned to the hundredth of a foot. Survey shall meet or exceed current minimum standards for Urban Class Property.
6. The boundary lines, location and dimensions of existing and newly created tracts, parcels or lots and easements that are part of the minor subdivision shall be shown on plat. The dimensions and location of all arcs, radii, internal angles, points of curvature and tangent boundaries and other pertinent survey information necessary to an accurate description and location. Survey data shall meet the standards promulgated by the State of Missouri, “Missouri Minimum Standards of Property Boundary Surveys”, Division of Geology and Land Survey, Missouri Department of Natural Resources. All survey datum shall be horizontally tied to the Central Zone of the Missouri State Plane Coordinate System 1983, and vertically tied to the North American Vertical Datum 1988 (NAVD 88). The survey method used along with the name of the published Bench Mark, GRS monument or Real Time Correction Broadcast Station shall be stated.
7. Lot area shown in square feet.
8. Names of adjacent subdivisions and owners of adjoining parcels of unsubdivided land.
9. The exact location and distances of all structures and other physical improvements in relation to proposed lot lines.
10. The extent and location of floodplains, floodways, or other waterways of record; elevations of which, shall be based on applicable Flood Insurance Studies, Flood Insurance Rate Maps, Flood Boundary and Floodway Maps.

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11. Location of sanitary sewer, storm sewer, water mains, gas lines, fire hydrants, electric and telephone poles and street lights.
12. Topography, contours at vertical intervals shall be shown as follows:
 - a. Average slope less than six percent (6%)—two (2) foot interval contour map
 - b. Average slope over six percent (6%)—five (5) foot interval contour map.
13. Existing zoning classification of the minor subdivision and adjacent area.
14. Setback lines on all lots and other sites.
15. Certification by a Missouri Professional Land Surveyor as to accuracy of survey as such:

That I, _____, do hereby certify that this plat was prepared under my supervision from an actual survey of the land herein described prepared by _____ dated _____ and signed by _____ L.S. No. _____ and that the corner monuments and lot corner pins shown as set herein were placed under the Division of Geology and Land Survey, Missouri Department of Natural Resource's "Minimum Standards for property Boundary Surveys".

Date Prepared: _____

Signature: _____

Missouri L.S. No. _____

16. Owner's Dedication as below:

OWNER(s) DEDICATION

As owner(s) I/We, _____ have caused the land described on this plat to be surveyed, divided, mapped, and all access rights reserved and dedicated as represented on the plat. I/We hereby dedicate, grant, and convey right-of-way and easements shown here on to the City of Clever. Furthermore, I/We certify that there are no suits, actions, liens, or trusts on the property conveyed herein, and warrant generally and specially the property conveyed for public use and will execute such further assurances as may be required.

Name of Owner(s) and/or Subdivider

Date

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17. City Council Certificate as below:

APPROVAL BY THE CITY COUNCIL

I, _____, City Clerk of the City of Clever, Christian County, Missouri, Do hereby certify that the Plat of _____ was presented to, accepted and approved by the City Council of said City of Clever, and approved by General Ordinance No. _____ on the ____ day of _____, 20__.

City Clerk

Date

18. Certificate of Compliance with Zoning as below:

CERTIFICATE OF COMPLIANCE WITH ZONING & SUBDIVISION
REGULATIONS

I, _____, City of the City of Clever, Missouri, do hereby certify on the ____ day of _____, 20__. The _____ conforms to the City of Clever Land Use Regulations, in accordance with the Clever Code of Ordinances.

19. A title block shall be included on the plat for the Office of the Recorder of Deeds, Christian County, Missouri, substantially conforming to the following.

IN THE RECORDER'S OFFICE

I, _____, Recorder of Deeds, Christian County, Missouri, do hereby certify that the within instrument of writing was on the ____ day of _____, 20__, duly filed for the record and is recorded in the records in this off in book ____ page ____ in testimony whereof, I hereunto set my hand and affixed official seal at my Office in Ozark, Missouri, this ____ day of _____, 20__.

Recorder of Deeds

Date

20. All signatures for the owner's certification and dedication shall be notarized by the Notary Public of the State of Missouri with the necessary notary affidavit below.