

## **City of O'Fallon Engineering Department**

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## **Condominium, Resubdivision and Boundary Adjustment Plat Application**

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Permit applications are now submitted online through the O'Fallon Portal, called the O'Fallon Permitting, Licensing, and Enforcement portal (OPLE). This portal allows you to apply for permits, schedule inspections, pay for permits, and view your permitting information realtime online.

<http://www.ofallon.mo.us/engineering>

The portal can be viewed from any browser on any device connected to the

This type of permit is a **Development Application**, not a Permit as the description indicates.

If you have not tried the portal before, please visit the site and click on the 'Account Login' button. Under the area to input the login credentials, select "FORGOT YOUR USERNAME OR PASSWORD" and your login credentials will be e-mailed to you.

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Below is the remaining checklist that is still required to be adhered to.

**PROCEDURES FOR CONDOMINIUM, RESUBDIVISION AND BOUNDARY ADJUSTMENT PLATS**

After the construction plans are approved and the Record Plat has been recorded, a Condominium, Resubdivision or Boundary Adjustment Plat may be submitted to the Engineering Department for review and approval. The following procedures outline the steps required to have such plat approved by the City of O'Fallon prior to filing with the office of the Recorder of Deeds for St. Charles County. Additional information can be found in Section 405.060 and 405.110 (Ordinance 1499 and 5436).

1. The applicants initial submittal for review will consist of the following items:  
(The submittal must be complete to start the review process.)
  - a. A completed Condominium, Resubdivision and Boundary Adjustment Plat application/checklist with original (not stamped or copied) signatures.
  - b. Three (3) paper copies of the proposed plat.
  - c. A recorded copy of the Declaration of Covenants, Conditions and Restrictions for the subdivision.
  - d. Recorded Copies of any off-site easements necessary for public or private off-site improvements.
  - e. The UL listed firewall rating shall be noted on the Architectural Key Plan, if applicable.
2. The City of O'Fallon will conduct a comprehensive review of the applicant's submission (allow a minimum of ten (10) working days for review) and provide a listing of any items that will need to be corrected, modified or amended in order to meet City of O'Fallon standards. The applicant will make all corrections as required and resubmit per Step 3. If numerous corrections are required, the applicant should resubmit in accordance with Step 1.
3. The applicants final submittal for plat approval will consist of the following items:  
(Applications will not be accepted for approval if they have not been reviewed.)
  - a. One (1) Mylar original of the plat with all required original signatures and certificates.
  - b. One (1) Mylar copy of the original plat.
  - c. One (1) 11"x17" reduced copy of the plat.
  - d. One (1) electronic copy of the plat in AutoCAD format.
  - e. Four (4) completed original escrow agreements with all original signatures shall be provided for any necessary lot improvements as necessary.
4. After all items from Step 3 have been submitted by the applicant and approved by the City of O'Fallon, the plat will be circulated for City signatures. The Engineering Division will notify the Applicant who will pick up the original Mylar of the plat and file with the office of the Recorder of Deeds for St. Charles County.

**CHECKLIST**

The following information is a listing of the items to be addressed on all Condominium, Resubdivision or Boundary Adjustment Plats for review. If the following information does not appear on the plat or accompanied with the application, the proposal may be delayed in receiving approval.

**General Information:**

- Prior to building construction, the Building Safety Division must review and approve the required Building Permits.
- The name and address of the property owner, the applicant and/or the developer (if different from the applicant) shall be provided. The application shall be signed and dated by the property owner and applicant, if different from the property owner.
- The Condominium, Resubdivision or Boundary Adjustment Plat shall be designed by a qualified registered professional engineer or land surveyor, with their stamp, signature, and address, that shall contain a complete set of notations and descriptions that supply the City Staff with all relevant site information needed to demonstrate compliance with all applicable codes, requirements and restrictions.
- An Engineers Cost Estimate, as necessary, shall be provided for any improvements that are needed to determine the escrow amount. The City of O’Fallon has created a cost estimate computation sheet which shall be used to calculate escrow cost. The calculator can be found at <http://www.ofallon.mo.us/engineering>. Items not listed will be estimated by the consulting engineer and reviewed for approval by the City of O’Fallon.
- Provide the name of the proposed subdivision and streets. The names shall be original and not a duplicate of any previously recorded subdivision or street. Provide a copy of the letter from St. Charles County approving the subdivision and/or street names.
- Provide an abstract of title or other certificate establishing ownership interests and proof that proper parties have signed the plat for all areas to be platted.
- Any other information deemed necessary by the Engineering Division, the Planning and Development Division and/or the Building Safety Division shall be provided as requested to adequately illustrate the proposed development.

**Cover Sheet/Script Sheet Information:**

- Provide certification by a Professional Land Surveyor to the effect that the Plat represents a survey which has been created and is stamped with original seal, signed with original signature and dated.
- Provide the month and year in the surveyors’ certificate during which the survey was made.
- Provide language for dedication of all infrastructure and land intended for public use together with lot restrictions signed by all parties who have mortgage or lien interest in the property, including owners.
- Provide a Legal Description of the area to be platted.
- Provide the total acreage and/or square footage of the area to be platted. Provide the lot/unit area in square feet on the Plat or supplemental sheet. The total for each lot/unit shall be equal or exceed ordinance

requirements.

- Provide a note on the plat, a paid tax receipt or a notarized letter stating there are no delinquent taxes outstanding on the property.
- Show the existing and proposed 100 year floodplain and floodway boundaries (where applicable) and include a note stating whether the site is within or outside the 100 year floodplain and reference the applicable FIRM map panel number and current revision date. Where the floodplain or floodway is proposed to be altered, the application must contain approval from FEMA for the alteration.
- Indicate which lots are more susceptible to street movement. Typically, those lots at the end of tangent sections, across from "T" intersections, and on the outside of radii are susceptible to street movement regardless of whether they are uphill or downhill from these areas.

**Plan Sheet Information:**

- The lot lines, streets, alleys, easements, building lines and of any other areas for public or private use within the boundary limits of the proposed Condominium, Resubdivision or Boundary Adjustment Plat shall be shown with accurate dimensions and bearings, both linear and angular, radii and arcs, that are necessary for locating all improvements. The linear dimensions are to be expressed in feet and decimals of a foot. All U.S. Survey, Congressional Township, Range and Sections shall be identified.
- Identify all proposed public and private streets and alleys with their width and names. Private alleys and streets shall state "Maintained by Property Owners".
- Provide an identification system (lot/unit numbers and street addresses) for all lots/units within the area to be platted.
- Provide the location of all existing and proposed survey monuments, along with their descriptions, as necessary. This includes all lot monumentation required by City Ordinance as noted in Section 405.220.
- Show all adjoining property lines as dashed lines for a minimum distance of one hundred (100) feet. Show all right-of-way lines of adjacent streets and alleys as short dashed lines with their widths and names.
- Provide the line of departure from one street to another.
- Provide a North Arrow and scale on each page of the submittal. The scale shall be no greater than One (1) inch equals twenty (20) feet or no less than One (1) inch equals one hundred (100) feet.
- Provide a site location map that shows the site in relation to the surrounding area.
- Show the location and dimensions for all easements within the platted area. Right-of-ways dedicated for public use, service or utilities, with figures showing their dimensions, and listing uses that are being provided. Typical minimum easements are ten (10) foot for the front yard and/or along public right-of-ways, five (5) foot for the side yard and seven point five (7.5) foot for the rear yard, except ten (10) foot along the boundary perimeter and common ground.