

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

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# **Record 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.

City Council approval of the record plat shall be granted to the developer for a period of one (1) year from the date of approval and all existing zoning and/or subdivision regulations shall not change as they apply to the property included in the record plat. No subdivision plat shall be recorded in the office of the Recorder of Deeds for St. Charles County, Missouri, unless and until the City Engineer approves the construction plans and the City Council approves the record plat. No lot in the subdivision plat may transfer in ownership until the construction plan has been approved by the City Engineer and the record plat has been officially recorded in the office of the Recorder of Deeds for St. Charles County. In cases where development is not proposed and a record plat is desired by the property owner, an exemption on the need for an approved construction plan may be given by the City Engineer; however, suitable escrow or other surety may be required to ensure public access to the subdivided lots. If the record plat of a subdivision for which City Council approval has been given has not been recorded in the office of the Recorder of Deeds for St. Charles County within the aforementioned one (1) year period, the Council shall formally request the developer to explain the extenuating circumstances preventing recording of the plat. The Council shall then determine whether provisions of an extension would serve the best interests of the City of O'Fallon. If these findings are negative, then the Council shall formally revoke final approval of the plat and shall so notify the developer and the office of the Recorder of Deeds for St. Charles County. If the construction plan is approved and the plat officially recorded within said time periods, the developer must diligently proceed with the proposed construction (applying for construction and building permits, installing streets, utilities, etc.) of the project. If construction has not begun within two (2) years of recording the plat, the City shall have authority to complete all escrow items. If construction under the approved construction plan is to continue beyond the two (2) year period, the developer must request an extension of the approved plan and provide for extending the escrow or other surety on the project prior to the expiration of the plan, otherwise work on the project must cease.

**PROCEDURES FOR RECORD PLATS**

The following procedure outlines the steps required to have a *Record Plat* filed. Detailed requirements are listed in the *Subdivision and Land Development Code*.

1. The applicants' initial submittal for review (allow a minimum of ten working days) will consist of the following: (The submission must be complete to start the review process.)
  - a. A completed *Record Plat* application/checklist.
  - b. Three (3) paper copies of the proposed plat.
  - c. A detailed Engineer's Cost Estimate for all required subdivision improvements.
  - d. A copy of deed restrictions or covenants for the proposed subdivision.
  - e. Copy of off-site easements for review.
2. The applicant will make all corrections as required. If numerous corrections are required, the applicant should resubmit in accordance with Step 1.
3. Once all corrections have been made the applicant will submit the following for *Record Plat* approval
  - a. One (1) Mylar original of the Record Plat with all required signatures and certificates.
  - b. One (1) Mylar copy of the original *Record Plat*.
  - c. One (1) electronic copy of the Record Plat in AutoCAD format.
  - d. Four (4) completed escrow agreements with all required signatures and seals.
  - e. One (1) 11" x 17" reduced copy of the *Record Plat*.
  - f. Copy of filed off-site easements.
4. All items from Step 3 must be submitted by the deadlines published for the City Council. If the applicant is unable to acquire all signatures and seals on the *Record Plat* by the deadlines, and if all other documentation is provided, then the *Record Plat* may be placed on the agenda but must have all required seals and signatures acquired by ten (10) days before the first City Council reading of the *Record Plat*.
5. Applications will not be presented to City Council for approval if they have not been reviewed by City Staff.

- 6. After approval by the City Council and certification by the City Clerk, the Engineering Department will notify the Developer who will pick up the original Mylar of the *Record Plat* and have the Plat and Deed restrictions filed with the St. Charles County Recorder of Deeds.

**CHECKLIST**

Prior to City Council review and approval of the *Record Plat*, Staff will conduct a comprehensive review of the applicant’s submission 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 required changes shall be shown on a revised *Record Plat* that will be submitted to Staff for review and approval prior to being brought before the City Council. The following information is a listing of the items to be addressed on all *Record Plats* for review.

**General Information:**

- 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 *Record Plat* shall be designed by a qualified registered professional engineer or land surveyor, complete with their stamp, signature, and address and 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.
- Provide an Engineers cost estimate for the improvements. 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 [www.ofallon.mo.us/pubs/apps/Engineers\\_Estimate.xls](http://www.ofallon.mo.us/pubs/apps/Engineers_Estimate.xls). Items not listed will be estimated by the consulting engineer and reviewed and approved 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 land in the subdivision.
- Provide recorded documents for all off-site easements that were required by the approved *Construction Plans* or by the governing utility companies.
- 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.
- Prior to construction, the Building Safety Division must review and approve the required *Building Permits*.
- The property owner, the applicant or their representative is required to appear before the City Council.

**Cover Sheet/Script Sheet Information:**

- Provide certification by a Professional Land Surveyor to the effect that the Record 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.
- Note the Deed Book and Page of the Storm Water Post Construction Best Management Practice Maintenance Agreement for the site.
- Provide a Legal Description of the area to be platted.
- Provide the total acreage of the area to be platted and the number of lots.
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A general utility easement shall be granted to the City of O’Fallon over all proposed common ground areas.

- 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-yr. floodplain and floodway boundaries (where applicable) and include a note stating whether the site is within or outside the 100-yr. 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 within the boundary limits of the proposed subdivision shall be shown with accurate 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 U.S. Survey, Congressional Township, Range and Sections shall be identified.
- Identify all proposed public and private streets and alleys with their widths and names. Private alleys and streets shall state “Maintained by Property Owners”.
- Show all lot lines with an identification system (lot numbers and street addresses) for all lots within the plat.
- Provide the lot or parcel areas in square feet on the *Record Plat* or supplemental sheet. The total for each lot should equal or exceed ordinance requirements.
- Provide the location of all existing and proposed survey monuments, together with their descriptions. This includes lot monumentation that is 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 of one street from another.
- Provide a North Arrow and a scale on each page of the submittal. The scale shall be: One (1) inch equals twenty (20) feet through One (1) inch equals two hundred (200) feet (no greater or less than specified).
- Provide a site location map that shows the site in relation to the surrounding area.
- Show all proposed front, side and rear yard building lines for each lot or provide a typical lot detail.
- Show the location and dimensions for all easements on each lot. 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.
- Provide site triangle and line of sight easements at all intersections with existing and proposed roads.
- Provide entrance monument easements, as necessary, at all entrances. The entrance monument easement shall not be located within the sight triangle or line of site easement at intersections.
- Provide the normal water elevation and required minimum depth for all proposed lakes. Designate the high water elevation in the detention basin(s) and/or lake(s). Provide a drainage easement offset twenty (20) foot from and surrounding the design high water elevation and provide a twenty (20) foot wide access strip from the public right-of-way to the detention basin drainage easement.
- Provide an undisturbed drainage easement and creek bank setbacks for any existing creeks that are to remain in the development. (Ordinance #5271–Section 405.247)
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Provide a ten (10) foot wide Drainage easements centered over all permanent swales that exceed one (1) cubic foot per second.