

C. Contact Water District, County Health Department, and MoDOT (If Applicable)

You are responsible for contacting: 1) the appropriate water district to supply verification of water availability; 2) the County Health Department for on-site sewer approval (for subdivisions containing 14 or more lots, Missouri Department of Natural Resources (DNR) approval is also necessary) and; 3) if your property abuts a state highway, the Missouri Department of Transportation (MoDOT) for driveway location. If your property abuts a county road, see item D. below. These approvals must be accomplished prior to filing a plat application, or your application may be deemed incomplete and rejected.

D. Submit Preliminary Plat and/or Rezoning Applications to Planning and Zoning Department, Pay Highway Department Plat Review Fee (If Applicable)

Applications are accepted by the County Planning and Zoning Department only until the first Monday of the month for the following month's meeting. For example, to be considered by the Planning and Zoning Commission (PZC) at its March meeting, you must submit all of your required material on the first Monday in February. If Monday is a holiday, then Tuesday is application day.

At minimum, the applicant is required to submit the following application documents: the completed application form(s); 20 paper copies of the preliminary plat; the list of adjoining property owners; a letter from the appropriate PWSD agreeing to provide water for all proposed lots in the subdivision; approval for septic systems from the Clay County Health Department (for subdivisions containing 14 or more lots, Missouri Department of Natural Resources (DNR) approval is also necessary); driveway or street access approval from the Missouri Department of Transportation (if the plat abuts a state highway) and the appropriate application fees. Failure to submit all of the required items at the time of plat application will result in rejection of the application and the return of all submitted materials to the applicant.

If your property abuts a county road, in addition to the Planning and Zoning Department application fees, the County Highway Department requires one copy of the plat and payment of a plat review fee at the time of preliminary plat application.

E. Meeting with the County Planning and Zoning Commission

All applications for rezoning, subdivisions, conditional use permits, and other related matters are first considered by the PZC. This panel is appointed by the County Commission and serves as an advisory board, making recommendations to the County Commission for its consideration.

All matters are discussed before the PZC in open, public meetings. The applicant may be expected to make a brief presentation and answer any questions the board may have. At the close of the discussions, the PZC will make a formal vote to establish its recommendation to the County Commission.

F. Consideration by the County Commission

If a rezoning application was considered above, P/Z staff forwards the PZC's recommendation and any other pertinent information to the County Commission for a final decision on the rezoning. The County Commission is an elected body whose decisions on plats, rezoning, and related matters are final. The Commission will discuss the rezoning application at a minimum of two (2) open meetings in the weeks after receiving the PZC recommendation. The Commission may allow further discussion of an application during this meeting, but such discussion is usually limited.

G. Final Plat Application

If the rezoning and preliminary plats are approved, the applicant should contact the surveyor and have work begun on the final plat. Unlike the preliminary plat, a final plat is a formal, legal document that accurately and

legally describes the subdivision. Subsequent to County Commission approval, it is filed with the County Recorder of Deeds. At minimum, the applicant is required to submit the following application documents: the completed application form(s); 20 paper copies of the final plat; the list of adjoining property owners; a letter from the appropriate PWSD agreeing to provide water for all proposed lots in the subdivision; approval for septic systems from the Clay County Health Department (for subdivisions containing 14 or more lots, Missouri Department of Natural Resources (DNR) approval is also necessary); driveway or street access approval from the Missouri Department of Transportation (if the plat abuts a state highway) and the appropriate application fees. Failure to submit all of the required items at or prior to the time of plat application will result in rejection of the application and the return of all submitted materials to the applicant. As with all other applications, the submission deadline for the final plat is the first Monday of the month for the following month's PZC meeting.

H. Planning and Zoning Commission Review

Like the previously mentioned applications, the PZC reviews the final plat at an open, public meeting and makes a recommendation, by formal vote, to the County Commission. This recommendation is forwarded to the County Commission with other pertinent information for its final review and consideration.

I. County Commission Consideration

In the weeks following the County Commission's receipt of the PZC's recommendation, it will discuss the final plat at a minimum of two (2) open meetings and render final approval or denial of the application

J. Recording of the Final Plat

If the County Commission approves the plat, various County office holders and officials must sign the recording copies of the document prior to actual

recording. Other pertinent documents, such as road improvement fee agreements, must also be drafted and signed prior to recording. The County Subdivision Regulations state that all requirements of the water district (such as water main installed, fees paid); the County Highway Department (pavement of roadways, bond approval); and any conditions of approval of the plat be satisfied prior to the recording of the final plat.

Once all of these requirements have been met, an official of the Planning and Zoning Department will arrange to meet the applicant at the County Recorder of Deeds office to record the final plat and any other pertinent documents. The applicant is responsible for payment of all recording fees.

If a plat is not recorded within one (1) year of approval by the County Commission, it becomes null and void. Any reapplication for an expired plat will be treated as new and will be subject to all applicable regulations and fees.

Important Points to Remember

- 1. Any parcel of land sized 20 acres or under P/Z staff can neither foresee nor guarantee the ultimate approval of any application, though staff is available to answer applicants' questions and to provide insight into the process.**
- 2. Expect a minimum of 3 to 4 months time to elapse between a preliminary plat application filing date and the date of ultimate approval or denial of a final plat by the County Commission.**
- 3. The subdivision process is applicant driven. It is the responsibility of the developer to make all applications and submit all required materials within the appropriate deadline periods.**
- 4. Any parcel of land sized 20 acres or under must be rezoned from agricultural to one of the residential zoning classifications.**
- 5. Road Improvement Fees are required for subdivisions that abut County roadways.**

6. It is the applicant's responsibility to contact and obtain approval letters from the appropriate Water District, County Health Department (and DNR if 14 lots or more), and MoDOT (if applicable) prior to submitting an application. Failure to provide these approvals with a plat application will result in rejection of the application and the return of all application materials to the applicant.

7. Costs of application fees vary, depending on the number of lots created and postage costs for the number of adjacent property owners within 1,000 feet of the subject property. In addition to the Planning and Zoning Department application fees, if your subdivision abuts a County road, the County Highway Department requires a plat review fee at the time of preliminary plat application.

8. Application fees cover the costs the County must bear for advertising and processing your application. If such application is denied, the fee is not refundable.

9. Applicants are strongly encouraged to contact neighboring property owners and discuss your planned action with them prior to making application.

10. Plats not recorded within one (1) year of approval by the County Commission become null and void. Any reapplication for an expired plat will be treated as new and will be subject to all applicable regulations and fees.

To arrange a meeting with County Planning and Zoning Department staff, or for additional information, please call (816) 792-7609.



Subdividing Land in Clay County

This pamphlet provides a basic outline for rezoning and subdividing property in rural Clay County into single family building lots. It is not possible or desirable to include all of the finer details of this process within this information. Additional details are available through the Planning and Zoning Department offices.

A. Meet with County Officials

We advise you that when considering developing property in the unincorporated areas of Clay County, you meet with an official of the County's Planning and Zoning (P/Z) Department to discuss your project prior to filing an application. This meeting gives P/Z staff an opportunity offer the applicant insight into the process and to address possible regulation and Comprehensive Plan compliance issues so they do not become problems later in the process.

B. Have Surveyor Create a Preliminary Plat

A preliminary plat is an initial site plan illustrating how the lots and roads will be designed. Contract with a surveyor, chosen by you, to create this plan of how you want the subdivision to look. Most surveyors in this area have worked with the County and know its general regulations for subdividing property. Any surveyor you wish to hire must be registered to operate in Missouri by the Department of Natural Resources.