

**City of Florissant, Missouri**



**SUBDIVISION ADMINISTRATIVE REVIEW**  
**FOR BOUNDARY ADJUSTMENTS**  
**ORDINANCE 6304**

**Timothy J. Barrett, P.E., City Engineer**  
tbarrett@florissantmo.com

Subdivision: \_\_\_\_\_ Zoning: \_\_\_\_\_

Petitioner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Engineer/Surveyor/Agent: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

**The Petitioner shall note the following requirements necessary to comply with a legal boundary adjustment.**

**Procedure.**

- a) A boundary adjustment shall be accomplished by a plat prepared by a surveyor licensed in the State of Missouri and shall include an adequate legal description of the boundaries of the original lots and or the adjusted lots.
- b) The boundary adjustment plat or plats shall be submitted to the Department of Public Works and the City Clerk for review and approval prior to its recording with the Recorder of Deeds of St. Louis County.
- c) At the time of submitting the plat to the City, a fee of \$150.00 shall be paid to defray the administrative costs incidental to reviewing and signing the plat.

**Boundary Adjustment Criteria.**

- a) No additional, divided, or consolidated buildable lot shall be created by any boundary adjustment.
- b) The resulting lot or lots shall not be reduced below the minimum sizes and dimensions required by the City of Florissant Zoning Code.
- c) Boundary adjustments shall be allowed for lawful lots existing in noncompliance with minimum area, frontage, and dimensional requirements of the City of Florissant Zoning Code,

provided that the resulting adjustments of lot lines does not increase the degree of noncompliance of any lot with the zoning code.

**Final Plat Criteria.**

- |   |     |     |    |
|---|-----|-----|----|
| A. Have 2 Sets of Prints & 1 Set of Tracings Been Submitted? .....  | Yes | N/A | No |
| B. Does the Final Plat Contain the Following:   |     |     |    |
| 1. Location Map .....   | Yes | N/A | No |
| 2. US Survey .....  | Yes | N/A | No |
| 3. Section, Township & Range Lines .....  | Yes | N/A | No |
| 4. The Square Footage of Each Lot .....   | Yes | N/A | No |
| 5. All Proposed & Existing Streets, Walkways and Alleys Shown With Their Widths & Names .....   | Yes | N/A | No |
| 6. Outboundary Dimensions of Any Property Offered for Dedication for Public Use .....   | Yes | N/A | No |
| 7. Boundaries of All Adjoining Lands & Adjacent Streets & Alleys Shown With Their Widths & Names .....  | Yes | N/A | No |
| 8. Location of Flood Zone With FIRM Map Reference .....   | Yes | N/A | No |
| 9. All Lot Lines & Identification System for All Lots & Blocks ...  | Yes | N/A | No |
| 10. Building Lines & Easements Provided for Public Use, Services, or Utilities Shown With Dimensions .....  | Yes | N/A | No |
| 11. Surface Drainage Easements .....  | Yes | N/A | No |
| 12. All Dimensions, Both Linear & Angular, Necessary for Locating Boundaries of the Subdivision, Lots, Streets & Alleys, Easements, Building Lines & Any Other Areas for Public Use. Linear Dimensions are to be in Feet & Decimals of a Foot ..... | Yes | N/A | No |
| 13. Radii, Arcs, Points of Tangency & Radii for All Round Corners .....   | Yes | N/A | No |
| 14. All Monuments & Benchmarks, Together With Their Description .....   | Yes | N/A | No |
| 15. North Arrow, Scale & Date .....   | Yes | N/A | No |

- 16. The Name or Names of All Parties With Legal Interest, & Signatures of All Parties Involved ..... Yes N/A No
- 17. Certification, Seal & Signature of a Registered Land Surveyor .....Yes N/A No
- 18. Private Restrictions & Trusteeships & Their Period of Existence With Book & Page Number Where Recorded ..... Yes N/A No
- 19. Legal Description ..... Yes N/A No
- 20. The Title Under Which the Proposed Subdivision is to be Recorded & the Name of the Subdivider (A copy of the letter from St. Louis County approving the name of the subdivision must be submitted)..... Yes N/A No

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Review Completed By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_