

# ARTICLE IV. PROCEDURE

## Section 1. Purpose

It is the purpose of this article to outline and detail the subdivision platting procedure and provide guidelines for the preparation of plats and engineering reports.

## Section 2. Administrative Procedure

In the administration of these regulations, the Director shall:

- A. Receive, officially accept, and review all applications for subdivisions within unincorporated Greene County.
  1. Applications are not officially accepted until fees and appropriate submittal forms are received by the department.
  2. Applications which are incomplete will not be processed by Department personnel.
  3. Notification of incomplete submittal shall be sent not more than thirty (30) days from date stamped received or fees paid, whichever date is later.
- B. Maintain current permanent files and records concerning all applications, administrative subdivisions, and subdivisions.
- C. Conduct inspections and review all applications for completeness and substantial compliance with the Greene County Zoning Regulations, Subdivision Regulations, and Public Design Standards.
- D. Insure that copies of the subdivision regulations are available for public distribution.
- E. Provide such technical and consultative assistance as may be required by the Planning Board, County Commission, and County agencies in the exercise of their duties relative to these regulations.
- F. At the regularly scheduled study session, the Director shall report to the Planning Board the approval of all final plats since the previous meeting.
- G. Perform such other duties and functions as required by these regulations.

### Section 3. Submittals Required

All submittals shall be made to the Greene County Planning & Zoning Department, 940 Boonville Avenue, Springfield, Missouri 65802. Required submittals are as follows:

#### A. Sketch Plan

1. Twenty (20) copies of the sketch plan
2. One (1) copy of the Sketch Plan submittal form signed by preparer and applicant.
3. Application fee as provided by the adopted fee schedule.

#### B. Preliminary Plat

1. Twenty (20) copies of the preliminary plat.
2. Five (5) copies of the engineer's report
3. Requests for variations to the subdivision regulations, if any.
4. One (1) copy of the signed preliminary plat submittal form signed by preparer and applicant(s).
5. List of property owners within one thousand (1,000) feet of property boundary with mailing labels and postage at the current rate charged by the U. S. Postal Service.
6. Application fee as defined by the adopted fee schedule.
7. Request for variation to the subdivision regulations fee as defined by the adopted fee schedule.

#### C. Construction Plans for Required Improvements

1. Six (6) copies of the street plans.
2. Six (6) copies of the drainage plans.
3. Six (6) copies of the sanitary sewer plans.
4. One (1) copy of the final plat.
5. One (1) copy of the signed construction plan submittal form signed by preparer and applicant(s).
6. Other required plans. Number of copies to be submitted will be specified by the Planning Director.

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2 D. Final Plat  
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- 4 1. Twenty (20) paper copies of the final plat.  
5  
6 2. One (1) copy of the signed final plat submittal form signed by  
7 preparer and applicant(s).  
8  
9 3. Application fee (administrative approval) as provided by adopted  
10 fee schedule.  
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12 4. After approval by the Planning Department, submit  
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14 a. three (3) mylars with original signatures, plus  
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16 b. twenty (20) paper copies for recording, addressing, and  
17 dissemination.  
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19 c. AutoCAD “.dwg” file.  
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21 (1) A waiver of this requirement or approval of a different  
22 drawing format may be authorized on a case by case  
23 basis by the Director of Greene County Planning.  
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25 (2) Submittal will be on an appropriate media, without  
26 signatures and will follow guidelines established by  
27 the Planning Department.  
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29 5. Inspection and recording fees, including covenants if required by  
30 County, as determined by the adopted fee schedule.  
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## Section 4. Sketch Plan

The sketch plan is intended to be conceptual in nature and, while accuracy and legibility is essential, the submission of detailed finished plans are discouraged. Rather, the material should provide sufficient information to determine general compliance with zoning, subdivision, and design standard regulations. The sketch plan shall be prepared by qualified professional in accordance with this article.

- A. Subdividers are encouraged to discuss possible development sites and issues with the Planning Director and staff prior to the submission of a sketch plan.
- B. The sketch plan may be drawn to an exact or approximate scale. The sketch plan minimum drawing size shall be 24 x 36 inches. The following items shall be included on the sketch plan:
  - 1. Approximate boundary of the property showing approximate dimensions.
  - 2. Location map at a scale of 1"=2000 feet to the inch showing
    - a. Section, township, and range.
    - b. Quarter section lines.
    - c. Major roads within and adjacent to section .
    - d. Major roads and streets labeled.
    - e. Location of subdivision, shaded.
  - 3. Approximate north arrow and scale.
  - 4. Existing topographic and physical features within five hundred (500) feet of the site, including the following:
    - a. Topographic contours at a maximum interval of ten (10) feet.
    - b. Drainageways and water bodies.
    - c. Floodplains.
    - d. Sinkholes, springs, caves, and other significant karst features.

e. Fault, fracture trends, and photolineaments as shown on Plate 2 of Hydrogeologic Mapping of Greene County, Missouri, prepared by Thomas Aley and Kenneth C. Thomson, June, 1961, shall be shown when developing in the following districts:

(1) A-1 Agriculture and A-R Agriculture-Residential Districts.

(2) Any other district developing on septic systems.

5. Existing streets on and adjacent to the site including width of rights-of-way.

6. Proposed street layout.

7. Proposed lot layout showing approximate frontage dimension of each lot.

8. Development notes, including the following:

a. Current zoning classification.

b. Proposed zoning, including minimum lot requirement for the proposed zoning.

c. Proposed means of wastewater treatment and disposal.

d. Proposed water supply and supplier.

e. Other proposed utilities such as electricity, natural gas, etc., and name of supplier.

9. Name and address of consultant.

C. The sketch plan shall be reviewed by the Planning Department for the following criteria:

1. Compliance with the Greene County Comprehensive Plan with particular emphasis on the Major Thoroughfare Plan.

2. Compliance with the Greene County Zoning Regulations.

3. Basic compliance with the Greene County Subdivision Regulations and Design Standards for Public Improvements.

4. Compliance with regulations and policies concerning environmental factors such as floodplain, drainage ways, downstream flooding, sinkholes, caves, etc.

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- D. The Director may submit the sketch plan for the review and comment of other agencies and departments as is deemed necessary.
  - E. Within fifteen (15) working days after receiving the sketch plan, the Director shall either approve the sketch plan, or return the sketch plan without approval to the developer with comments stating the reason the plan was not approved.
  - F. The Developer has the right to appeal the Director's decision to the Planning Board.
  - G. Appeal of the Director's decision must be submitted to the Planning Director no less than thirty (30) days prior to the regular Planning Board hearing. The appeal must include three (3) copies of the sketch plan and any supplementary materials necessary to document the appeal.
  - H. Fee for Sketch Plan.  
Refer to fee schedule adopted by the Greene County Planning Board for current fee.

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## Section 5. Preliminary Plat

The preliminary plat is intended to be the development guide. It is more detailed in nature than the sketch plan and shall provide sufficient information that affirms the development's compliance with zoning, subdivision, and design standard regulations. The preliminary plat shall be prepared in accordance with this article.

### A. Submittal of the preliminary plat.

The preliminary plat and the engineer's report Article IV, Section 3 shall be filed with the Planning Department no less than thirty (30) days prior to the regularly scheduled Planning Board hearing.

### B. Preliminary Plat Requirements.

1. The preliminary plat shall conform to the sketch plan as modified by sketch plan comments.
2. The subdivision layout shall conform to the official thoroughfare plan and other elements of the Comprehensive Plan.
3. The preliminary plat drawing size shall be 24" X 36". To allow a complete drawing on one page the Director may approve 36 x 48 or larger administratively.
4. The preliminary plat shall be drawn to a convenient scale no greater than one hundred (100) feet to the inch which is an increment of ten (10). To allow a complete drawing on one page the Director may administratively approve a scale other than increments of ten (10).
5. The following information shall be shown on the preliminary plat:
  - a. Proposed subdivision name located at the top of the plat.
  - b. Name(s) and address(es) of all owners of the tract and the authorized agent(s), if applicable.
  - c. Date of preliminary plat submittal.
  - d. North arrow based upon grid north and graphic scale.
  - e. Property description of area to be preliminary platted based upon boundary survey prepared by a registered land surveyor.

- 1 f. A listing of the following information:  
2 - total acreage of the development  
3 - total number of lots  
4 - current zoning  
5 - proposed land use  
6 - smallest lot with lot number and area  
7 - largest lot with lot number and area  
8
- 9 g. Location map at a scale of 1"= 2,000 feet to the inch show-  
10 ing  
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12 (1) section, township, range.  
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14 (2) quarter section lines.  
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16 (3) major roads within and adjacent to section.  
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18 (4) major roads and streets labeled.  
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20 (5) location of subdivision, shaded.  
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- 22 h. Property boundary based upon a survey prepared by a  
23 registered land surveyor.  
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- 25 i. Special district boundaries defined by the Zoning  
26 Regulations such as floodplains and the Airport Zone.  
27
- 28 j. Topographic contours at maximum vertical intervals of ten  
29 (10) feet except for steeply sloping land where other  
30 intervals may be required as determined by the sketch plan  
31 review.  
32
- 33 Source of datum shall be one of the following:  
34  
35 (1) National Geodetic Vertical Datum (NGVD) 1929,  
36  
37 (2) North American Vertical Datum 1998,  
38  
39 (3) Missouri Department of Transportation,  
40  
41 (4) Springfield Benchmarks, or  
42  
43 (5) other acceptable and recognized references.  
44
- 45 k. Existing and physical features, including drainageways and  
46 water bodies; sinkholes, springs, caves, other significant  
47 karst features; other physical features which may affect the  
48 proposed development.  
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- 1                   l.       The names of all owners of all immediately adjacent  
2                   unplatted land and the names of all proposed or existing  
3                   subdivisions immediately adjacent to the plat boundaries.  
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5                   m.       The location and dimensions of all street rights-of-way,  
6                   utility easements, drainage easements, or other easements  
7                   existing within or adjacent to the tract boundaries, as well as  
8                   the distance from the centerline of adjacent streets to the  
9                   plat boundaries.  
10  
11                  n.       The location and dimensions of all existing streets, roads,  
12                  transportation facilities, utilities, water courses, storm  
13                  drainage facilities, and other significant features within one  
14                  hundred (100) feet of any part of the property proposed for  
15                  subdivision.  
16  
17                  o.       The approximate location and extent of existing structures  
18                  and tree masses within the property boundaries.  
19  
20                  p.       The full plan of development, including the following  
21                  information:  
22  
23                          (1)     the location of all proposed streets, roads, rights-of-  
24                          way, easements, parks, playgrounds, and other  
25                          public areas and facilities, water supply, wastewater  
26                          facilities, and proposed lot lines,  
27  
28                          (2)     the approximate dimensions of all lots with lots  
29                          numbered in an orderly manner,  
30  
31                          (3)     all other areas designated for pertinent facilities,  
32                          public use or proposed to be dedicated or reserved  
33                          for future public use. All such areas shall be labeled.  
34  
35                  6.       Where the preliminary plat covers only a part of the subdivider's  
36                  entire holdings, a sketch of the proposed future street system of  
37                  the unsubmitted part shall be furnished. The street system of the  
38                  submitted part will be considered in light of adjustments and con-  
39                  nections with the future streets in the unsubmitted portion.  
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41           C.       Fee for Preliminary Plat

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43                   Refer to fee schedule adopted by the Greene County Planning Board for  
44                   current fee.  
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## Section 6. Engineer's Report

NOTE: Where maps and schematic plans are required in the engineer's report, the required information may be shown on the preliminary plat if the necessary level of detail can be clearly shown.

A report signed and sealed by a registered engineer shall be submitted with the preliminary plat. The report shall include the following items:

### A. Stormwater drainage

1. Drainage basin map(s) showing site boundary and off-site drainage areas upstream of the site.
2. A tabulation of the drainage area and estimated peak flow for each off-site area draining onto the site. Peak flows shall be estimated assuming fully developed conditions in the drainage basin according to the current Comprehensive Plan.
3. A schematic layout of the proposed stormwater drainage system including proposed modifications to floodplains or floodways, detention facilities, drainage channels, storm drains, location of inlets, and other principal components of the proposed drainage system.
4. A brief narrative of the proposed stormwater management plan, including a schematic layout of the sediment and erosion control measures and best management practices (BMPs) to be utilized for stormwater quality, where required.
5. Location and size of drainage structures or constrictions located within five hundred (500) feet [downstream] of the site. Location and size of structures greater than five hundred (500) feet from the site may be required if they can reasonably be expected to affect the site.
6. Detention:
  - a. identify downstream areas with flooding problems (to a point where additional runoff from the development no longer can be expected to have a significant impact).
  - b. preliminary storage volume computations.

1 B. Water supply and supplier

2  
3 1. Public Supply - Identify the water supplier and state any  
4 limitations which the supplier may have in serving the proposed  
5 development including fire protection needs, if applicable.

6  
7 2. Private Supply - If wells are proposed, the type of wells proposed  
8 as described in 10 CSR 23-1.030 shall be specified. The  
9 approximate location of non-community and community wells and a  
10 schematic plan of the proposed distribution system shall be shown  
11 on the preliminary plat. Proposed plans for using shared private  
12 wells shall be described.

13  
14 C. Type of gas supply and name, address and telephone number of sup-  
15 plier, if applicable. Where propane tanks are proposed on individual lots,  
16 it is not necessary to name the supplier.

17  
18 D. Electrical supply and name, address and telephone number of supplier.

19  
20 E. Name, address and telephone number of telephone, cable television and  
21 other proposed utility suppliers.

22  
23 F. Wastewater disposal.

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25 1. Subdivisions that are not serviced by a public sewer collection  
26 system and are fifteen (15) lots or greater in size shall be reviewed  
27 by the Missouri Department of Natural Resources. An engineer's  
28 report shall be submitted to the Department of Natural Resources,  
29 as required by State regulations. The engineer's report must be  
30 approved by the Department of Natural Resources and received  
31 by the Planning Department prior to the study session of the  
32 Planning Board.

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1           G.     Traffic analysis/street capacity.

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- 3           1.     Estimated trips per day for each outlet from the proposed devel-
- 4                 opment in vehicles per day must be stated.
- 5
- 6           2.     The types of traffic expected and the effects on the existing roads
- 7                 must be described.
- 8
- 9           3.     The traffic investigation must extend from the development to the
- 10                nearest arterial. Existing traffic counts may be estimated from a
- 11                study of the area served by the subject road, or by actually
- 12                counting vehicles consistent with good engineering practice.
- 13
- 14           4.     The proposed and existing road system must be evaluated as to its
- 15                capacity. Off site improvements may be required by the Planning
- 16                Board depending on the effects that additional traffic from the
- 17                development will have on the existing adjacent road system.
- 18
- 19           5.     Each proposed street must be listed by name and classification.
- 20                The proposed right-of-way and design specifications must also be
- 21                listed.
- 22

23           H.     A copy of the preliminary plat reduced to 8-1/2" X 11" sheet size.

24           I.     Planning Data:

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- 26           1.     Area of development utilized by road right-of-way.
- 27
- 28           2.     Area of development dedicated to open space.
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- 30           3.     Development density excluding right-of-way.
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- 32           4.     Area of the smallest lot.
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- 34           5.     Area of the largest lot.
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- 36           6.     Schematic diagram showing significant natural features such as a
- 37                stand of trees, sinkholes, rock outcroppings, springs, etc.
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## Section 7. Preliminary Plat Approval

### A. Planning Board Review.

1. The Planning Board will review the plat to determine if it meets the standards as set forth in these regulations. The Planning Board may also discuss the plan with appropriate officials of municipalities nearest to the subdivision. The Planning Board may table the preliminary plat to their next scheduled meeting but shall not table for a longer period except upon request of the developer.

### 2. Preliminary Approval

a. After the Planning Board has reviewed the preliminary plat, the report of the Planning Director of Greene County, any municipal protests or recommendations, testimony and exhibits submitted at the public hearing, the applicant shall be advised of any required amendments. The Planning Board shall approve, amend, or deny the preliminary plat at the regular meeting of the Planning Board. The Planning Director shall specify in writing to the developer or developers legal agent, the action taken by the Planning Board, including any amendments which will be required prior to filing a final plat, or the reasons for denial.

b. Public Improvements - The Planning Board may require that all public improvements be installed and dedicated prior to the recording of the plat by the Planning Director of Greene County. If the Planning Board does not require that all public improvements be installed and dedicated prior to signing of the subdivision plat by the Planning Director of Greene County, the developer may establish a bond or other suitable security to guarantee the completion of the required improvements. The amount of the bond or other suitable security shall be established by the Greene County Highway Department and the Planning Department. The bond or security instrument shall be submitted by the applicant for review by the Greene County Counselor for approval prior to the submittal of mylars for recording of final plat.

## **Section 8. Preliminary Plat Appeal of Denial**

- A. In the event the Planning Board does not approve the request for a preliminary plat, the applicant may appeal to the County Commission for approval.
- B. Within thirty (30) days after the denial of a preliminary plat, the owner/applicant and/or representative shall submit a written request appealing the denial to the County Commission to the Planning Director, requesting to be placed on the next available County Commission agenda. Submittal deadlines shall comply with calendar of submittals for public hearings.
- C. Applicant and/or representative must be present to provide testimony and answer questions with regard to the appeal.
- D. Applicant's appeal shall contain clear and concise language and the preliminary plat and any easements or other encumbrances of record.
- E. The County Commission shall hold a public hearing on the preliminary plat and shall review any recommendations from agencies or officials, testimony and exhibits submitted at the previous public hearing.
  - 1. If approved, the County Commission shall express its approval and state the conditions of approval, if any, and instruct the Planning Director to follow final plat procedures culminating in the recording of the final plat when all requirements have been met.
  - 2. If denied, the County Commission shall express its disapproval and its reasons therefore and instruct the Planning Director to notify applicants of the Commission's determinations.
  - 3. In any case, a notation of the action taken and the reason therefore shall be entered into the records of the County Commission.
- F. If approved by the County Commission, the Planning Director shall follow all final plat procedures before the plat can be recorded.
- G. If the request is disapproved, the applicant may appeal to the Circuit Court within ninety (90) days after the County Commission action.
- H. Fee for appeal of denial of preliminary plat.

Refer to fee schedule adopted by the Greene County Planning Board for current fee.

## Section 9. Construction Plans

- A. Construction plans for all required improvements must be completed and approved by the various agencies having jurisdiction before the final plat can be recorded.
- B. All construction plans shall initially be submitted to the Planning Department. The Planning Department shall distribute the plans to the appropriate reviewing agency. After comments are received from the reviewing agency, revised plans may be re-submitted directly to the reviewing agency.
- C. The reviewing agency shall notify the Planning Director in writing when the construction plans have been approved.
- D. Street and road plans shall meet the requirements of the Greene County Design Standards for Public Improvements and must be approved by the Greene County Highway Administrator.
- E. The sanitary sewer plans shall meet the requirements of the municipality providing sewer service to the development and shall be reviewed and approved as prescribed by the municipality.
- F. Grading, sediment and erosion control plans, and stormwater drainage plans shall meet the requirements of the Greene County Stormwater Design Standards and the Zoning Regulations and shall be approved by the Greene County Storm Water Engineer.

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## Section 10. Final Plat Approval

- A. The final plat shall substantially conform to the approved preliminary plat.
- B. The final plat shall be submitted to the Planning Department for approval and subsequent recording.
- C. The Director may either approve the final plat, require changes in writing, or refer the final plat to the Planning Board. Required changes shall be forwarded to both the developer and surveyor in writing. (See Section 12 for final plat review procedures.)
- D. The developer has the right to appeal the Director's decision to the Planning Board. The appeal must be filed thirty (30) days prior to the regular Planning Board hearing.
- E. A final plat must be recorded within two (2) years of the date of approval of the preliminary plat. The final plat may be submitted in phases with each phase covering a portion of the approved preliminary plat. If the final plat is submitted in successive phases the developer will have one year after each phase to record the final plat for the next phase.
- F. The Planning Board in its discretion may grant an extension of the time for plat submission if it finds that the conditions on which the preliminary plat was approved have not changed substantially. The Planning Board may require changes in the final plat to reflect changes in the regulations or changes in factors upon which the approval of the preliminary plat was based.
- G. Final Plat Requirements
  - 1. The final plat shall be drawn to a convenient scale no greater than one hundred (100) feet to the inch or less than ten (10) feet to the inch. Scale used for the plat shall be an increment of ten (10). The use of other scales must be approved by the Planning Director.
  - 2. Final plat sheet size shall be 24" X 36" inches. If the final plat is drawn on more than one (1) sheet, a key map showing the location of the various sections shall be placed on each sheet. More than one (1) sheet for the final plat must be approved by the Planning Director.
  - 3. When the name of the final plat is different from that of the approved preliminary plat, the preliminary plat name shall be shown on the final plat.

- 1                   4.     State Plane Coordinate requirements. The property being  
2 subdivided shall be tied to the Geographic Reference System of  
3 Greene County, Missouri, based on the Missouri Coordinate System  
4 of 1983, Central Zone. The final plat shall show state plane  
5 coordinates on all controlling corners of the parent tract boundary  
6 being subdivided, either directly or by means of a table.  
7 Determination of state plane coordinates and the publication of  
8 same shall comply with 4 CSR 30-16.050.
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- 10                  5.     The following information shall be shown on the final plat:
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- 12                   a.     Name of the subdivision.
- 13
- 14                   b.     Date of plat submittal.
- 15
- 16                   c.     Name(s) and address(es) of owner and developer(s).
- 17
- 18                   d.     Prominent north arrow based on grid north
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- 20                   e.     Property description of the entire tract being platted including  
21 any area to be dedicated to right-of-way, stating the bearing  
22 and distance of all lines, and sufficient data for all curves, to  
23 define a closed figure, and referenced to the U.S. Public  
24 Land Survey System.
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- 26                   f.     A listing of the following information
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- 28                             -     total acreage of the development
- 29                             -     the acreage of each isolated portion, if applicable
- 30                             -     total number of lots
- 31                             -     area and number of the smallest lot
- 32                             -     area and number of the largest lot
- 33                             -     zoning district(s) (full district title - ex: R-1 Suburban  
34                                 Residence District)
- 35                             -     date preliminary plat was approved \*
- 36                             -     Book and page number of the source of title to the  
37                                 property as contained in the records of the Recorder of  
38                                 Deeds.
- 39                             \*     on replat use date final plat was recorded
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- 41                   g.     Lot numbers in consecutive order, with reasonable continuity  
42 between blocks. Where preliminary plats are recorded in  
43 phases, lot numbers shall begin with lot number one (1) in  
44 each phase.
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- 46                   h.     Multiple phase subdivisions shall be named in succession, i.e.  
47 1<sup>st</sup> addition, 2<sup>nd</sup> addition, etcetera.
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- i. Dimensions for all lot lines. Bearings for all lot lines except where lots are parallel with the centerline of adjoining streets or a series of lot lines are parallel with one another. It will be assumed that street centerline and lot lines are same bearing unless specifically noted otherwise.
- Dimensions shall be shown to the nearest one-one-hundredth (1/100) of a foot. Bearings shall be shown to the nearest second of arc. Bearings shall be based upon grid north as established by the Missouri Coordinate System of 1983, Central Zone.
- j. Ownership of all unplatted land immediately adjacent to the development.
- k. Names of all adjoining platted subdivisions .
- l. Lot lines and lot numbers for adjoining platted lots. Broken or half tone lines shall be used.
- m. Location map at a scale of 1" = 2,000 feet to the inch
- (1) section, township, range
  - (2) quarter section lines
  - (3) major roads within and adjacent to section
  - (4) major roads and streets labeled
  - (5) location of subdivision, shaded
- n. Total width of existing rights-of-way and dimension from right-of-way line to centerline of right-of-way.
- o. Width of any additional right-of-way to be dedicated.
- p. Dimensions of existing or proposed easements or other land to be dedicated to public or community use.
- q. Boundary lines with dimensions and bearings which provide a survey of the tract in compliance with the standards as set forth by the State of Missouri.
- r. Location of all existing and recorded streets and road rights-of-way that intersect the tract boundaries.
- s. Complete curve data for all curves included in the plat including radius, central angle, tangent, arc length, long chord length and long chord bearing.

- t. Street centerlines with dimensions and bearings.
- u. Street names and right-of-way. Right-of-way widths must conform with the Major Thoroughfare Plan. Street names shall comply with the 9-1-1 addressing network.
- v. Location, description, and reference datum for at least one permanent benchmark, on or near site.
- w. Location of all permanent and semi-permanent monuments, including material, type and surveyor's registration number. (Notes regarding location and elevation acceptable.)
- x. All required easements labeled as to their intended purpose.
- y. Right-of-way triangles for street intersections .
- z. All building setback lines. Side and rear setbacks may be defined by note for residence or principle structure. Any other special setback as required by the Planning Department shall also be shown.
- aa. Limits of all special districts such as overlay zones or the one hundred (100) year floodplain.
- bb. Minimum floor elevations for lots adjacent to drainage easements. Floor elevations shall be based upon the referenced subdivision benchmark and shall be shown in a table labeled "Minimum floor elevations for stormwater". The surveyor may add the following note: "These elevations are shown as required by Greene County and provided by.....(insert name of registered engineer) who determined the elevations."
- cc. Minimum floor elevations for gravity sanitary sewer service where required by municipality.
- dd. Any amendments required by the Planning Board.
- ee. Notes: Please refer to appendix for examples which can be modified as necessary.



1  
2 7. The final plat will be accompanied by:

- 3  
4 a. Restrictive covenants governing the use and maintenance of  
5 all common areas, improvements, and facilities if applicable,  
6 in a form acceptable to the Greene County Counselor.  
7  
8 b. A security agreement (see Appendix B for standard  
9 agreement) executed by a state or federally chartered bank  
10 or savings and loan, a corporate surety which shall:  
11  
12 (1) Run or be made payable to the County.  
13  
14 (2) Be in an amount determined by the County, based  
15 upon the recommendation of Highway Administrator  
16 and Planning Director to be sufficient to complete the  
17 improvements and installation in compliance with these  
18 regulations.  
19  
20 (3) Specify the time for the completion of the required  
21 improvements. Such time shall be satisfactory to the  
22 County. When the improvements have been  
23 completed and approved by the County, the guarantee  
24 shall be released and returned. When a portion of the  
25 required improvements have been completed and  
26 approved by the County, a portion of the bond  
27 commensurate with the cost of the improvement may  
28 be released and returned. The County may require  
29 engineer's certification or other inspection and  
30 certification necessary to satisfy the County that the im-  
31 provements have been constructed substantially in  
32 accordance with plans and specifications.  
33

34 H. Fee for the Final Plat

35  
36 Refer to fee schedule adopted by the Greene County Planning Board for  
37 current fees.  
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## Section 11. Final Plat Review Procedure

- A. Eighteen (18) paper copies (Refer to Article IV, Section 3)
- B. County's submittal form
- C. Administrative review fee plus one dollar (\$1.00) per lot (Engineering or final plat whichever submitted first.) All other fees paid upon approval for mylar submittal. Replats - also submit recording fee.
- D. Review of plat
  - 1. Department will distribute plat to various governmental and utility companies for comment.
  - 2. Department staff will review for compliance with Subdivision Regulations.
  - 3. Reviews will be sent via fax or mail to owner(s)/developer(s) and consultant.
  - 4. Consultant is to resubmit three paper copies of plat reflecting required changes. The Department will re-review the plat and notify owner(s)/developer(s) and consultant of any additional changes required.
  - 5. Plats which meet requirements of subdivision regulations are submitted to the Greene County Assessor's Department for verification of title to property as shown on the final plat.
  - 6. When plat meets all requirements of all reviews, owner(s)/developer(s) and consultant are notified that they may submit three mylar copies and 20 paper copies.
  - 7. Before a plat can be recorded, all real estates taxes due on December 31<sup>st</sup> of prior calender year (assessment year) must be paid. This certification is obtained by the Department just prior to the actual recording of the plat.

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- 1 E. To record a plat prior to the acceptance of all public improvements by the  
2 appropriate governmental authorities, a security agreement in an amount  
3 approved and signed by the Greene County Highway Administrator and  
4 Director of Planning and Zoning shall be placed in the file. A valid letter of  
5 credit requires signatures of both Highway Administrator and Planning  
6 Director. The letter of credit shall be of an amount sufficient to complete  
7 the required public improvements for the subdivision including but not  
8 limited to streets, sanitary sewers, sidewalks, and stormwater control  
9 measures.
- 10
- 11 1. The security agreement shall be submitted to the "plat coordinator"  
12 in the Planning Department who will forward to the appropriate  
13 individuals for signatures.
- 14
- 15 2. Upon signed approval plat may be recorded if all other platting  
16 requirements have been met.
- 17
- 18 F. Covenants shall be required for subdivisions which have common area  
19 and shall be approved by the Greene County Counselor prior to the  
20 recording of the subdivision plat.  
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## Section 12. Administrative Subdivision Review Within the Urban Service Area

A. The Planning Director has the authority to approve administrative subdivisions within the Urban Service Area under the following circumstances.

1. If an existing tract/parcel is subdivided into not more than three (3) tracts or parcels which are in compliance with requirements of the zoning district within which it is located,
2. The tract was lawful under these regulations at the time the existing property description was recorded, or
3. The configuration of the property was created by a court decree or order resulting from testamentary or intestate provisions, such property configuration must be in compliance with the zoning district or had a variance granted by the Board of Zoning Adjustment, or
4. The configuration of the property is created by the assembly or combination of existing tracts of record, not platted subdivision lots.
5. Within platted subdivisions, a replat is required for any change of easements, setback lines, increase/decrease in number of lots, lot line, etcetera.

NOTE: The Planning Director may approve an administrative subdivision when minimum lot area for the zoning district excluding area dedicated for additional right-of-way complying with the adopted Major Thoroughfare Plan is met.

B. Within the Urban Service Area, Administrative Subdivision requests must be accompanied by boundary surveys and shall comply with the Missouri Minimum Standards for Property Surveys.

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- 1 C. It is the intent of this provision to limit the approval of administrative  
2 subdivisions to those cases where public improvements required by the  
3 regulations have been provided and all such improvements, except for  
4 the extension of service to the individual lots, have been completed.  
5  
6 Administrative subdivision must be denied if one or more of the following  
7 are necessary to serve tracts created.  
8  
9 1. The dedication or construction of a new street or other public way,  
10 (This does not mean dedication of additional right-of-way adjacent  
11 to existing streets.) or  
12  
13 2. A change in alignment of existing streets/roads, or  
14  
15 3. A change in location or width of easements for water, sewer, or  
16 other public improvement, or  
17  
18 4. Extension of storm drainage facilities, except as necessary to  
19 directly serve the tract(s) created and provide direct connection to  
20 an existing and approved system.  
21  
22 D. Within the Urban Service Area, Administrative Subdivision will follow  
23 same review procedures as final plats (section 3).  
24  
25 E. The Planning Director may approve an administrative subdivision which  
26 will not result in substantial increases in public service requirements nor  
27 interfere with the maintenance of existing services .  
28  
29 F. The Planning Director shall review the official zoning maps for  
30 determination of zoning district which governs the minimum area and  
31 frontage requirements for land subdivided and to insure that all other  
32 requirements for the District are complied with.  
33  
34 G. Where proposed tract(s) have access to public services (utilities, sanitary  
35 sewer, roads), the Director shall consider whether lots created will be  
36 consistent with those in the surrounding vicinity, including existing  
37 subdivisions. Creation of lots adjacent to existing recorded subdivision  
38 lots on a common street/road, tract frontage shall meet step down  
39 provisions of these regulations.  
40  
41 H. All tracts created within the Urban Services Area shall have County road  
42 frontage, except as provided for areas zoned agricultural.  
43  
44 I. Double frontage lots shall be permitted one (1) access drive.  
45  
46 J. The Planning Director may approve an administrative subdivision when  
47 minimum lot area for the zoning district, excluding area dedicated for  
48 additional right-of-way, in compliance with the adopted Major  
49 Thoroughfare Plan.  
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1 K. Fee for Administrative Subdivision within Urban Service Area.

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3 Refer to fee schedule adopted by the Greene County Planning Board for  
4 current fee.  
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### Section 13. Administrative Subdivision Outside the Urban Service Area

- A. The Planning Director has the authority to approve an administrative subdivision outside the Urban Service Area under the following circumstances:
1. Not more than three (3) tracts less than ten (10) acres each shall be created, inclusive of any tract retained by owner.
  2. Additional right-of-way required for future street/road improvements can be satisfactorily provided without reducing any/all tract(s) to less than minimum area prescribed for zoning district; and
    - a. For tracts without direct access to a County road satisfactory provision shall be made for access to the public road. An ingress/egress easement with a minimum width of thirty (30) feet shall be recorded with approved administrative subdivision.
  3. No substantial public improvements are needed; and
  4. Future development of adjacent tracts will not be hampered. Should the Planning Director's review identify problems with topography, sinkholes, or other environmental factors on adjacent properties, access across land of proposed subdivision shall be provided, except that no more than three (3) tracts of less than ten (10) acres may be served by a thirty (30) foot wide ingress/egress easement, and
  5. The granting of an administrative subdivision will not be in conflict with the intent of the Greene County Subdivision Regulations.
- B. The Planning Director may require the recording of a boundary survey, in accordance with Missouri Minimum Standards for property boundary surveys, showing each tract with monuments or markers at each corner, the certification of approval by the Planning Director, and accompanying documents including but not limited to "Certificate of Administrative Subdivision" and attached legal descriptions.
1. Surveys shall show all existing easements of record.
- C. The granting of an administrative subdivision will not be in conflict with the intent of the Greene County Subdivision Regulations; and

- 1 D. In the event no survey is made of the tract, legal descriptions shall be  
2 written by a Registered Land Surveyer licensed to practice in the State of  
3 Missouri, an attorney, or a Land Title Company, and shall comply with the  
4 minimum standards as provided for in the Missouri State Statutes for such  
5 descriptions.  
6  
7 E. In instances where an actual survey is not made of the tract(s), applicant  
8 must submit copy of Assessor's Department aerial(s) with parent tract  
9 identified by parcel number. At the discretion of the Planning Director  
10 photocopies of tract may be sent to other review agencies for identification  
11 of existing easements on the property before approval or denial of request  
12 is made.  
13  
14 F. Subdivider must provide signage in accordance with the Greene County  
15 Highway Department's requirements for private drives.  
16  
17 G. Upon the recording of an Administrative Subdivision, the owner may  
18 convey property in accordance with the approved legal descriptions and  
19 building permits may be issued.  
20  
21 H. Fee for Administrative Subdivision outside of Urban Service Area.  
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23 Refer to fee schedule adopted by the Greene County Planning Board for  
24 current fee.  
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## Section 14. Administrative Subdivision Approval Procedure

- A. The application for an administrative subdivision review shall be filed on forms provided by the Planning Department. The Director may require submission of additional information, material and documents necessary to determine compliance with all regulations of Greene County.
- B. The Director shall review the application and related documentation and may submit said information for review and comment to other agencies and departments as deemed necessary.
- C. The Planning Director shall, in writing, either approve or deny the application within thirty (30) working days from date of submittal.
  - 1. If approved, the appropriate forms and survey, if applicable, shall be filed with the Recorder of Deeds.
  - 2. If there are conditions placed on the approval, these will be stipulated on the Certificate of Approval recorded in the Office of the Recorder of Deeds of Greene County.
  - 3. Upon receipt of the recorded Certificate of Approval, a photocopy showing book, page, and date of recording will be provided to owner.
- D. If application is denied, a letter shall be sent to owner and/or representative specifying reason(s) for disapproval. This letter shall be sent within thirty ( 30) working days from date of submittal of request.
- E. At the discretion of the Planning Director, submittal of one or more of the following items may be required:
  - 1. The preparation and submission of a final plat.
  - 2. The attachment of restrictions and conditions to the property description.
- F. Submittal Date:
  - 1. The submittal date is determined by receipt showing date fee was paid.
  - 2. In the event a portion of the application is filed late, date of submittal shall be the date stamped on that portion which is submitted late.

## Section 15. Administrative Subdivision Appeal of Denial

- A. In the event the Director does not approve the request for a administrative subdivision, the subdivider may appeal to the Planning Board for approval.
- B. Within thirty (30) days after the denial of an administrative subdivision, the owner/applicant and/or representative shall submit a written request appealing the denial of the administrative subdivision by the Planning Director, requesting to be placed on the next available Planning Board agenda. Submittal deadlines shall comply with calendar of submittals for public hearings.
- C. Applicant and/or representative must be present to provide testimony and answer questions with regard to the appeal.
- D. Applicant's appeal shall contain clear and concise language and be submitted with a drawing showing the property boundary, dimensions and lot lines, dimensions of proposed lots, and any easements or other encumbrances of record. The Planning Director may require a property survey.
- E. The Planning Board shall hold a public hearing on the final plat. The Planning Board shall review any recommendations from agencies or officials, testimony and exhibits submitted at the public hearing.
  - 1. If approved, the Planning Board shall express its approval and state the conditions of approval, if any, and instruct the Planning Director to sign and file the appropriate documents with the Recorder of Deeds of Greene County.
  - 2. If denied, the Planning Board shall express its disapproval and its reasons therefore and instruct the Planning Director to notify applicants of the Board's determination.
  - 3. In any case, a notation of the action taken and the reason therefore shall be entered into the records of the Planning Board.
- F. If approved by the Planning Board, the Planning Director shall affix his signature to the plat.
- G. If the request is disapproved, the applicant may appeal to the County Commission within ninety (90) days after the Planning Board action.
- H. Fee for appeal of denial of administrative subdivision.

Refer to fee schedule adopted by the Greene County Planning Board for current fee.

## Section 16. Replatting

- A. A replat shall follow the same procedures as a final plat,
- B. A replat shall be required to change any feature on a subdivision lot including, but not limited to
  - 1. easement,
  - 2. setback line,
  - 3. lot line,
  - 4. increase/decrease number of lots.

It is anticipated that recently recorded final plats will have an approximate fifteen (15) day review time.

- C. A replat which creates more than three (3) tracts shall require review as a new plat.
- D. A replat which requires construction of public improvements including, but not limited to
  - 1. roads,
  - 2. sewer mains,
  - 3. gas/water/electric main distribution lines,is subject to inspection fees as provided in the adopted fee schedule for such services.
- E. Replats may reference recorded lot numbers within the subdivision or may utilize a boundary survey.
- F. Fee for replat.

Refer to fee schedule adopted by the Greene County Planning Board for current fee.

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2 **Section 17. Lot Splits**  
3

- 4 A. Lot splits and/or re-assemblage of a lot or lots shall be filed as replats.  
5  
6 B. Lot split(s) in recorded subdivision may reference recorded lot number(s)  
7 or may utilize a boundary survey.  
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## **Section 18. Plot Assignment Districts**

- A. In case of Plot Assignment Districts (PAD) which are approved by the Planning Board and County Commission in accordance with the provisions of the Greene County Zoning Order, the submittal procedures for sketch plan, preliminary plat, and final plat must be followed. The Planning Board may grant such amendments as are necessary in the final plat to accomplish the purposes of the approved PAD.
- B. With the approval of the overall development plan during public hearing, the Planning Board and County Commission may grant such variances and/or amendments to the subdivision regulations as deemed appropriate to accomplish the purposes of the plot assignment district. Variances may include but are not limited to width of streets, length of cul-de-sacs, location of sidewalks, lot sizes, etcetera