



LOT LINE ADJUSTMENT APPLICATION

City of St. Joseph, Missouri | Planning & Zoning
1100 Frederick Avenue, Room 107
Zack Martin, City Planner | (816) 271-4648 | zmartin@stjoemo.org

All submittals for lot line adjustments, splits, or combinations must comply with Sec. 26-47 (26-48; 26-49 when applicable) of the City’s Code of Ordinances, located online at stjoemo.info **The following must be included with every application:**

1. Completed Application
2. **\$53.00** application fee (separate filing fee is required at time of recording)
3. **Materials required on checklist (see back)**

THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF SAID LOT LINE ADJUSTMENT BY THE CITY OF ST. JOSEPH IN BELIEF THAT THE PLAN CONFORMS TO CHAPTERS 26 AND 31 OF THE CODE OF ORDINANCES. With the signing and submittal of this application, the property owner authorizes the City of St. Joseph to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the City Council, City boards and commissions, and City departments.

Property Owner Information

Primary Contact Yes No

Name _____ | Property Owner Yes No

Street _____

City, State, Zip _____ | _____ | _____

Phone (_____) _____ | Email _____

Signature _____ Date _____

**If project involves additional parcels with different owners than above, please complete section on back.*

Surveyor Information

Name _____ | Primary Contact Yes No

Business Name _____

Street _____

City, State, Zip _____ | _____ | _____

Phone (_____) _____ | Email _____

Signature _____ Date _____

Project Address

Street _____

City, State, Zip _____ | _____ | _____

Located in the _____ 1/4, Section _____, T _____ N, R _____ W

Section to be completed by City

Received By _____ Date _____ Accela ID _____

ALL applications must include the following to be considered complete:

- Completed application
- Submitted application fee (\$53.00, payable to City of St. Joseph)
- Letter from owner stating the purpose of the lot line adjustment, split, or combination
- PDF copy of lot line adjustment, split, or combination from licensed surveyor for initial review, with:
 - Date, scale, north arrow
 - Location of survey monuments "referenced in" on ground for reproduction
 - Location of section, township, range, county, and state, including precise legal description of each affected lot
 - DWG file
 - Abstract of title or other certificate establishing ownership interests and proof that proper parties have signed the plat for all land in the subdivision
Boundary lines of all adjoining lands for a distance of one hundred (100) feet and showing (with dotted lines) the right-of-way lines and adjacent street and alleys with their widths and names
 - Easements for right-of-way's provided for public use, services or utilities, with figures showing dimensions
 - All dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the subdivision, blocks, lots, streets, easements, building lines, and other areas to be dedicated for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot
 - Area in acres and square feet for each lot or parcel
Certification by a registered land surveyor, engineer, or architect that all details of the plat are correct
- When/If** approved by the City, two (2) paper copies, one (1) mylar copy, and one (1) PDF of the **approved** adjustment, split, or combination will be provided for recording with Buchanan County and the City's records (this will include an additional filing fee confirmed with the City Planner before copies are submitted)

**If project involves additional parcels with different owners than above, please complete this section*

Applicant/Property Owner Information

Name _____

Street _____

City, State, Zip _____ | _____ | _____

Phone (_____) _____ | Email _____

Signature _____ **Date** _____

Section to be completed by City

Staff Review

- Completed Application
- Application Fee

Fees

- Application (\$53.00)

Date Application Received

____ / ____ / ____

Zoning _____

Total (\$) _____

Date Fee Received

____ / ____ / ____