

## **BOUNDARY ADJUSTMENT CHECK LIST**

**Plat Submittal:** Two paper copies of the plat plus review fees should be submitted. Signatures on this plat are not required at this stage of the review process.

### **Common Errors and/or Omissions:**

- The purpose of the Boundary Adjustment Plat procedure is to adjust property lines or combine lawful parcels of land. Determining if a parcel of land is a legal lot can be complicated. In general terms the following are legal lots;
  - Lots created by plat or deed prior to June 13, 1946, adoption date of the first County Zoning Ordinance.
  - Lots three (3) acres or larger in size created by deed prior to April 22, 1976, when the Subdivision Ordinance requirement was amended.
  - Lots larger than ten (10) acres in size created by deed, current Subdivision Ordinance requirement.
  - All lots on plats approved by the County or lots approved by other County procedures.

If a lot is altered by right-of-way dedication or condemnation, it doesn't make the lot illegal, but lots altered by deed could make them illegal. If assistance is needed call Zoning Enforcement at 314-615-2525 for more information.

- The Boundary Adjustment Procedure can't be used for extensive replatting of an existing subdivision.
- A new subdivision name cannot be created. If the parcel is located in a platted subdivision, the platted subdivision name must be used.
- A Boundary Adjustment Plat can create no additional lots. If three lots exist before the Boundary Adjustment Plat is submitted, then no more than three can exist after the lots are adjusted.
- The resulting lot or lots can't be reduced below the minimum lot sizes, lot frontage requirement, and/or the minimum setback dimensions required in the Subdivision or the Zoning Ordinances.
- Boundary Adjustment Plat can be used to adjust lawful lots existing in non-compliance with minimum area, frontage, and dimensional requirements of Subdivision and Zoning Ordinances, provided that the resulting adjustment of lot lines does not increase the degree of non-compliance.
- A boundary adjustment plat does not transfer ownership of land. If more than one property owner is involved, a warranty deed must be filed concurrently with the boundary adjustment plat to transfer ownership of property.

**Items often not included on a Boundary Adjustment Plat:**

- A Boundary Adjustment Plat must include an adequate legal description of the boundaries of the original lots and of the adjusted.
- The size and dimension, normally accomplished by using lines with arrows, of the original and adjusted lots are required.
- A key map and locator number.
- Leinor signature is required.
- Zoning on the site and a reference to any special procedures used, Planned Environmental Unit, Density Development, Planned Commercial, or Planned Industrial used on the site.
- Verification from the St Louis County Department of Transportation that the plat complies with the current Missouri Minimum Standards for Property Boundary Surveys must be filed in conjunction with any Boundary Adjustment Plat.

[common/internet/BoundaryCheckList](#)

## **BOUNDARY ADJUSTMENT PLAT INFORMATION SHEET**

**Plat Submittal and background information:** Boundary Adjustment Plats are used to reconfigure lot lines or consolidate lots into fewer parcels. The parcels being adjusted must be legal lots of record, the adjustment can't create additional tracts of land, and the adjustment can't create lots that conflict with current zoning and subdivision regulations. To initiate the review process, submit two paper copies of the Boundary Adjustment Plat plus review fees to the Department of Planning. Signatures on a Boundary Adjustment Plat are not required at this stage of the review process. The following are issues pertinent to the review process.

### **Issues:**

- The Plat should have a key map and locator number.
- The Plat should contain the names, addresses, and phone numbers of the owners of the property and the company preparing the plat. The deed book and page of the current lot owners should be referenced on the Plat.
- A Boundary Adjustment Plat must indicate by bearing and distance the boundaries of the original lots and of the adjusted lots. Lines with arrows should be used to graphically depict the size and dimension of the original and adjusted lots.
- The leinor, the bank holding the mortgage, and the owner's signatures are required on the Plat prior to recording.
- Surveyor's seal and signature are required on the Plat.
- The Plat should reference the current zoning classification, and sites regulated by special procedures, such as a Planned Environmental Unit, Density Development, Planned Commercial or Planned Industrial Districts, must be appropriately labeled.
- The surveyor must obtain verification from the St Louis County Department of Transportation and Public Works that the Plat complies with the current Missouri Minimum Standards for Property Boundary Surveys. For more information about survey monument standards call 314-615-1175.
- All structures and easements shall be shown on the Plat.
- The certification above the Director of Planning's signature must indicate the Plat has been reviewed for compliance with Section 1005.360 of the Subdivision Ordinance, that no additional lots have been created by this Plat, the lots depicted on the Plat are not being reduced below the current zoning and subdivision requirements, and that the Plat is being approved by the Department of Planning, not the County Council.
- A boundary adjustment plat does not transfer ownership of land. If more than one property owner is involved, a warranty deed must be filed concurrently with the boundary adjustment plat to transfer ownership of property.