

**CITY OF FENTON  
COMMUNITY DEVELOPMENT DEPARTMENT**  
625 New Smizer Mill Road  
Fenton, MO 63026  
(636) 349-8110

**BOUNDARY ADJUSTMENT PLAT APPLICATION CHECKLIST**

A **complete** application for Boundary Adjustment Plat must be received by the Community Development Department no less than thirty (30) days prior to the next Board of Aldermen Meeting in order to be placed on the agenda for consideration. ***Partial or incomplete applications will not be accepted.***

Please complete the checklist below to verify that your application is complete before submitting materials to the Community Development Department. *Please check-off below that all items are included in your submittal, and sign at the bottom.*

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**REQUIRED DOCUMENTS FOR COMPLETE APPLICATION FOR BOUNDARY ADJUSTMENT PLAT:**

- One (1) Petition for Boundary Adjustment Plat. All blanks completed, application signed and notarized.
  
- Seventeen (17) 11"x17" or 8½"x11" copies of the Boundary Adjustment Plat (must be legible at this size), plus two (2) full-sized copies to scale; **OR** seventeen (17) full-sized copies to scale if smaller copies are not legible, plus one 11"x17" or 8½"x11" copy. *(see Chapter 440 and attached preliminary plat checklist for plat details).*
  
- One (1) letter of property owner consent (if you are not the owner), or proof of ownership-under-contract.
  
- One (1) check for \$100 fee payable to 'City of Fenton'
  
- Seventeen (17) 11"x17" or 8½"x11" copies of any other items/plans, plus two (2) full-sized copies to scale. Please be sure all copies are legible.
  
- One (1) Tax Certificate to verify current tax payment.

**NOTE: Applicant may submit four (4) copies for initial review and comment by the Community Development Department.**

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I/we (Petitioner) \_\_\_\_\_ do submit the attached application for a Boundary Adjustment Plat of (project name) \_\_\_\_\_ at (address) \_\_\_\_\_ and verify that all of the required documents are attached herewith. I understand that in order for my case to be placed on the agenda, all required materials must be received no less than 30 days prior to the next Board of Aldermen Meeting.

Signed: \_\_\_\_\_

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

**City of Fenton**  
**Community Development Department**  
625 New Smizer Mill Road  
Fenton, MO 63026  
(636) 349-8110

**PETITION FOR BOUNDARY ADJUSTMENT PLAT**

**DATE:** \_\_\_\_\_

**PETITION NO.:** \_\_\_\_\_

**DATE PAID:** \_\_\_\_\_

**FEE:** \_\_\_\_\_

Now comes \_\_\_\_\_ and state(s) to the Board of Aldermen that he (she) (they) has (have) the following legal interest in the tract of land located within the legal boundaries of the City of Fenton.

A. Address and legal description of property. (Legal description can be attached)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Legal description of portion of the property for which is petitioned giving angles, bearings, and distances. (Legal description can be attached)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Boundary Adjustment Plat of property prepared by a registered engineer or land surveyor. (Survey or plat must be attached to this petition.)

D. Acreage to nearest tenth of an acre of the portion for which boundary adjustment plat is petitioned: \_\_\_\_\_ acres. From \_\_\_\_\_ to \_\_\_\_\_ lots.

E. Returned signed and notarized application, fee, and seventeen (17) 11"x17" or 8½"x11" sets and two (2) full-sized sets to scale of any plans to the Community Development Department. Please submit seventeen (17) full-sized sets to scale of all items/plans plus one 11"X17" or 8½"x11" copy if smaller plans are not legible.

I (we) hereby certify that I (we) have a legal interest in the described property or I (we) am (are) the duly appointed representative(s) of the property owner and that all information given herein is true and a statement of fact. As owner(s) or petitioner(s), I (we) will comply with all requirements of the City of Fenton Zoning Code including: setback line, off-street, and public improvements.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Petitioner's Signature)

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

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**SEAL:**

\_\_\_\_\_  
(Notary Public)

My Commission expires: \_\_\_\_\_

**REMINDER:** Applications, all attachments, and fee must be received by the Community Development Department at no less than **thirty (30) days prior to the next Board of Aldermen Meeting** in order to be placed on the agenda for consideration.

# BOUNDARY ADJUSTMENT PLAT DETAIL CHECKLIST

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## BOUNDARY ADJUSTMENT PLATS SUBMITTED TO THE BOARD OF ALDERMEN FOR REVIEW AND APPROVAL MUST CONTAIN THE FOLLOWING INFORMATION:

- The boundary adjustment plat shall be prepared by a registered engineer or land surveyor, at a scale of one (1) inch = fifty (50) feet, on one (1) or more sheets whose maximum dimensions are thirty-six (36) by forty-two (42) inches.
- Name of subdivision and description of property.
- Signature block for the City of Fenton City Clerk and the Community Development Director (see attached example).
- Signature block for the lien holder (if applicable).
- Signature block for the property owner.
- North arrow and graphic scale.
- The boundary lines within the out-boundary lines of the subdivision with accurate distances and bearings; also all section, U.S. Survey and congressional township and range lines; and the boundary lines of municipalities, sewer and school districts, and other legally established districts within and the name of or description of any of the same adjacent to or abutting on the subdivision.
- All lot lines and an identification system for all lots, an accurate delineation of any property offered for dedication to public use, and lines of adjacent streets and alleys with their widths and names, and angle of intersection of all streets.
- Building lines and buffer areas, including minimum side and rear setbacks on the adjusted lots.
- Location of all existing buildings on the property (if applicable). All required setbacks and easements or streets, services, or utilities, including dimensions and listing types of uses that are being provided.
- All dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the subdivision, blocks, lots, streets, alleys, easements, setbacks, and of any other areas for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot.
- All survey monuments, together with the descriptions.
- Area in square feet for each lot or parcel on the plat or a supplemental sheet showing same.
- Certification by a land surveyor who performs the property survey to the effect that the plat represents a survey made by him, and that the locations of all required survey monuments, installed or to be installed, are correctly shown thereon. The month and year during which the survey was made shall also be shown.
- Trust indentures and trusteeships, when required by the City or imposed by the developer, and their periods of existence. Should such restrictions and trusteeships be of such length as to make the lettering of same on plat impracticable and thus necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat.
- Zoning District and Zoning District boundary line when property is located in more than one (1) district.
- Accurately note elevation referring to mean U.S.G.S. datum for permanent benchmark.

## SIGNATURE BLOCK EXAMPLES

UNDERSIGNED HEREBY CERTIFIES THAT THIS BOUNDARY ADJUSTMENT PLAT, SUBJECT TO ALL CONDITIONS CONTAINED HEREON, HAS BEEN APPROVED BY THE COMMUNITY DEVELOPMENT DEPARTMENT OF THE CITY OF FENTON, MISSOURI, FOR RECORDING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

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AMY STARCK  
CITY PLANNER, CITY OF FENTON

I, JANE HUNGLER, CITY CLERK FOR THE CITY OF FENTON, MISSOURI, DO HEREBY CERTIFY THAT THIS BOUNDARY ADJUSTMENT PLAT WAS APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF FENTON, MISSOURI. PASSED AND APPROVED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_, BY ORDINANCE \_\_\_\_\_.

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JANE HUNGLER  
CITY CLERK, CITY OF FENTON