

SUBDIVISION REGULATIONS

Subdivision Plats will be presented to the County Commission for acceptance in accordance with these regulations. None of the roadways within a planned subdivision will be accepted by the County to be included in the County maintenance program until construction of the public improvements are approved by the County.

Section 1.0 - Preliminary Plat

The submittal of a Preliminary Plat early in the design process is to assist the developer and receive comments from County staff prior to spending money on design engineering.

1. The subdivider shall submit a Preliminary Plat and supporting documentation prior to delivery of the final plat. County staff will review this material and provide input to the subdivider concerning design standards and improvement requirements.
2. The Preliminary Plat is intended to be conceptual in nature. The Preliminary Plat should provide information sufficient to determine general compliance with County regulations and policies.
3. The Preliminary Plat should be submitted twenty (20) days prior to the County Commissioners meeting to allow for time to be reviewed by County staff.
4. At a minimum the Preliminary Plat should include the following information:
 - a. Scale, north arrow, and date prepared.
 - b. The Preliminary Plat shall list the proposed subdivision name and the name and address of the owner and subdivider.
 - c. A location map to generally locate the property to be subdivided.
 - d. The general dimensions for the property to be subdivided including property lines, existing easements, public rights-of-way, flood prone areas, streams, etc.
 - e. The approximate location, dimensions, and configurations of all proposed lots and proposed street rights-of-ways.
5. The Commission will approve, conditionally approve, or disapprove the Preliminary Plat by resolution and notify the developer/landowner within twenty (20) days of the County Commission meeting at which time such action is taken.
6. The approval of the Preliminary Plat by the Commission does not constitute or affect an acceptance by the County of the dedication to public use any roadway or other improvements shown on the Preliminary Plat.
7. Supporting engineering design plans shall also be submitted for roadways, culvert crossings, bridges, and any other public improvements that will be accepted and maintained by the County after acceptance of the Final Plat.
8. The approval of the Preliminary Plat shall be effective for one (1) year, unless a Final Plat is approved for any phase shown on the Preliminary Plat and/or construction of the public improvements have begun within the one (1) year time frame. Once a Final Plat for a partial phase is approved the remainder of the Preliminary Plat is effective for ten (10) years, provided that any subsequent Final Plat and public improvements must adhere to the current County ordinances at the time of filing of the Final Plat. The developer/landowner will have three (3) years from the date of approval of the

Preliminary Plat to complete construction of the public improvements and submit the Final Plat for any phase.

Section 2.0 – Final Plat

The Final Plat is the detailed drawing of the proposed subdivision containing all appropriate signatures for ownership, County approvals, surveyors, etc. that will be recorded at the County Recorder of Deeds Office.

1. The subdivider shall submit the Final Plat and supporting certificates to allow County staff to review this material and provide input to the subdivider of missing elements and/or revisions required prior to approval by the County Commission.
2. The Final Plat shall be in substantial conformance to the approved Preliminary Plat.
3. The Final Plat should be submitted twenty (20) days prior to the County Commissioners meeting to allow for time to be reviewed by County staff.
4. The Final Plat may contain a portion of the overall subdivision approved in the Preliminary Plat, if completed in phases/additions.
5. The Final Plat will meet the requirements of Missouri Minimum Standards for Property Boundary Surveys:
6. At a minimum the Final Plat should include the following information:
 - a. Name of subdivision and phase/addition if appropriate.
 - b. Title block indicating the plat to be "Final."
 - c. Name and address of the owner and subdivider.
 - d. Name and address of the surveyor and/or engineer.
 - e. Scale, north arrow and date prepared.
 - f. A location map to generally locate the property to be subdivided.
 - g. The legal description of the land to be subdivided with total acreage.
 - h. Lot boundary lines showing bearings, distances, radii, chord distance, etc so that every line, angle, and curve can be surveyed.
 - i. Location and widths of existing and proposed street right-of-ways.
 - j. Location and widths of existing and proposed easements.
 - k. Lot numbers and areas in square feet and acres of each proposed subdivision lot.
 - l. Location of water courses, wetlands, ponds, and other relevant features that might impact development.
 - m. Locations of any 100-year and 500-year flood plain and the approximate BFE (Base Flood Elevation).
 - n. Surveyors Certificate
 - o. Owners Certificate
 - p. Signature block for Presiding Commissioner and County Clerk and date approved by County Commission.
 - q. Signature block for Phelps County Collector of Revenue stating that all taxes have been paid.

- r. Signature block for Phelps County Recorder of Deeds identifying the cabinet and file number of the Plat.
 - s. Other certificates required by Missouri state statutes.
7. Submit as-built drawings for public improvements depicting as constructed elements.
 8. Submit certification from developer's engineer that all public improvements were completed in accordance with approved plans for public improvements.
 9. Submit engineers' estimate for uncompleted public improvements, if required.
 10. Submit financial assurance (form acceptable to County Commission) in the amount equal to 125% of the Engineer's estimate for the uncompleted work for the public improvements, if required.
 11. The Commission will approve, conditionally approve, or disapprove the Final Plat by resolution and notify the developer/landowner within twenty (20) days of the County Commission meeting at which time such action is taken.

Section 3.0 – Submittal Requirements

1. Preliminary Plat
 - a. Submit four (4) copies of the Preliminary Plat as required in Section 1.0.
 - b. Submit copies of the Preliminary Plat a minimum of twenty (20) days prior to the County Commission meeting.
2. Final Plat
 - a. Submit two (2) original signed (wet signatures) copies of the Final Plat and supporting certificates as required in Section 2.0.
 - b. Submit four (4) copies of the Final Plat as required in Section 2.0.
 - c. Submit original (signed) and copies of the Final Plat a minimum of twenty (20) days prior to the County Commission meeting.
 - d. Submit one (1) copy of as-built drawings for public improvements depicting as constructed elements.
 - e. Submit certification from developer's engineer that all public improvements were completed in accordance with approved plans for public improvements.
 - f. Submit engineer's estimate for uncompleted public improvements, if required.
 - g. Submit financial assurance for uncompleted public improvements, if required.
 - h. After approval by the County Commission submit an AutoCAD DWG file of the Final Plat for use within the County's GIS system and to be recorded with the County recorder.

Section 4.0 – Recordation

1. The developer/landowner is responsible for recording the approved, signed, Final Plat with the Phelps County Recorder of Deeds and all associated costs for recording.
2. No lots may be sold until the Final Plat is submitted to the Recorder of Deeds Office.
3. The Final Plat will be deemed invalid if not recorded within twelve (12) months of the acceptance of the Final Plat by the County Commission.

**Phelps County
Specifications & Regulations Acknowledgement**

I hereby state that I have read, understand, and agree to abide by the Phelps County specifications and regulations for Subdivisions, Utilities, and Design. The specifications and regulations must be followed in order for development to be accepted into the Phelps County road program.

DEVELOPER

By: _____

Date: _____

COUNTY COMMISSION

COUNTY ROAD SUPERVISOR

By: _____

By: _____

By: _____

Date: _____

By: _____

Date: _____

NOTARY

Subscribed and sworn to before me this _____ of _____, I am commissioned as a
(day) (month, year)

notary public within the County of _____, State of _____, and my
(county) (state)

commission expires on _____,
(date)

Signature of Notary

Date

(SEAL)

Phelps County Land Owner

Road Department Regulations & Stormwater Acknowledgement

I hereby acknowledge that I am to follow all applicable County regulations. I acknowledge that it is the land owner's, or subdivision trustees' responsibility to maintain all stormwater drainage facilities and drainage easements located within an individual lot or subdivision common area for the conveyance of stormwater.

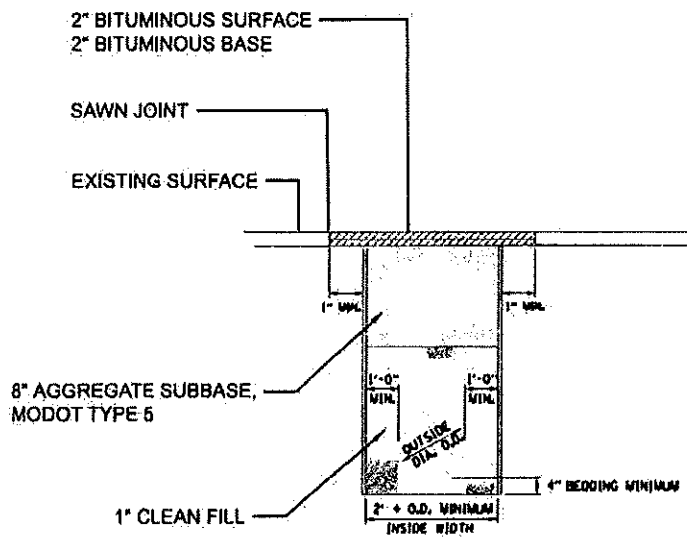
I also acknowledge that drainage ditches within the County right of way are not to be disturbed. For example, no obstructions are to be placed in the County ditches that will impede the flow of water, and sprinkler systems should not be in the right of way. If obstructions are found, the County may require that the obstruction be removed to maintain the drainage ditches in accordance with Missouri State Statute 229.

LAND OWNER

Signed: _____

Printed Name: _____

Date: _____

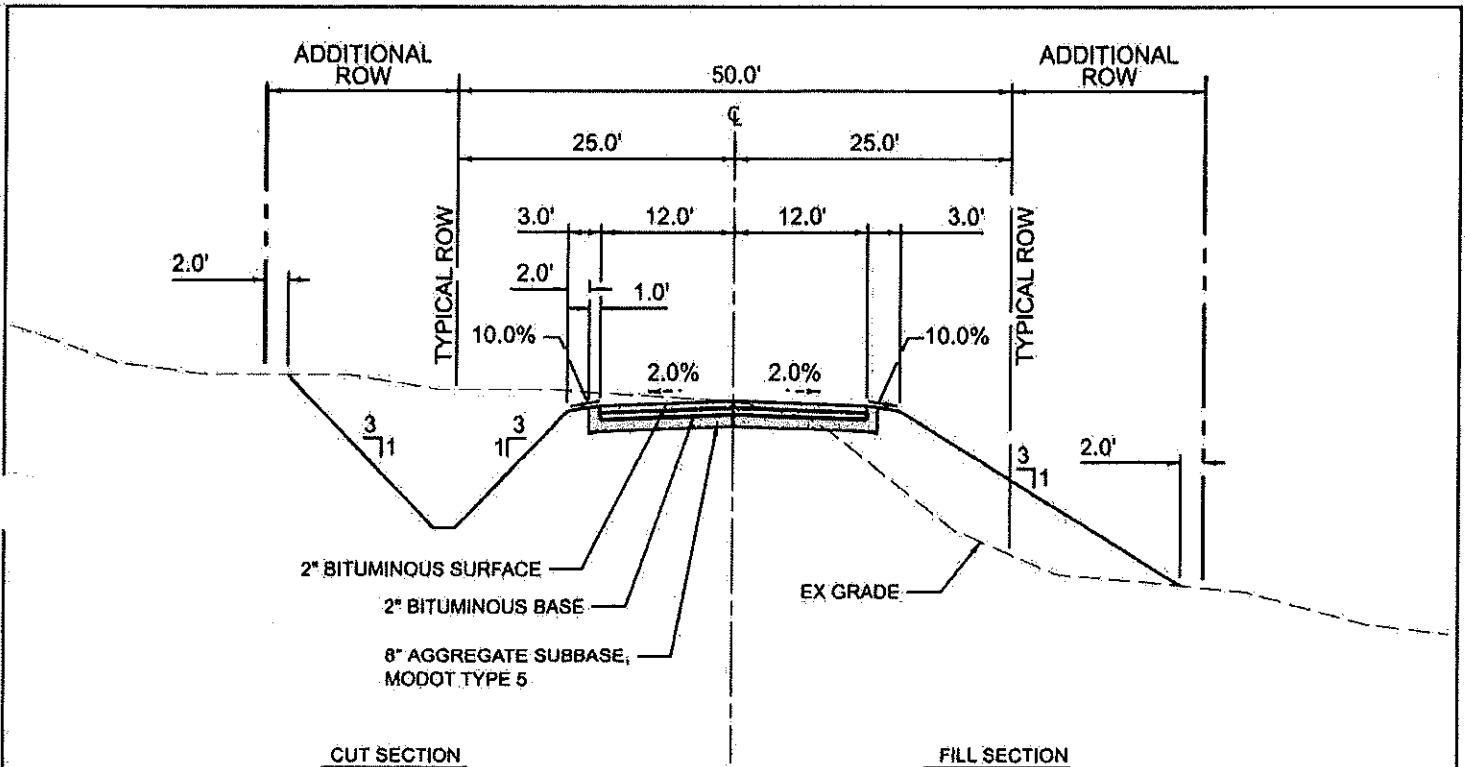


TYPICAL TRENCH SECTION
NOT TO SCALE



BENTON & ASSOCIATES, INC.
CONSULTING ENGINEERS / LAND SURVEYORS
806C EAST STATE ROUTE 72
ROLLA, MO 65461
PHONE: 636-318-0909 FAX: 217-245-4149
MO DESIGN FIRM REGISTRATION NO. 001621

EXHIBIT "B"



TYPICAL ROAD SECTION
NOT TO SCALE



BENTON & ASSOCIATES, INC.
CONSULTING ENGINEERS / LAND SURVEYORS
809C EAST STATE ROUTE 72
ROLLA, MO 65401
PHONE: 573-578-0600 FAX: 217-245-4149
MO DESIGN FIRM REGISTRATION NO. 001621

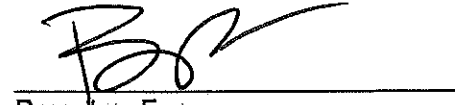
EXHIBIT "A"

Adopted this 30th day of May, 2024

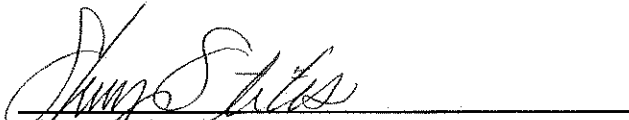


Joey Auxier
Presiding Commission

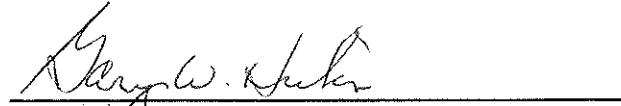
APPROVED AS TO FORM:



Brendon Fox
Prosecuting Attorney

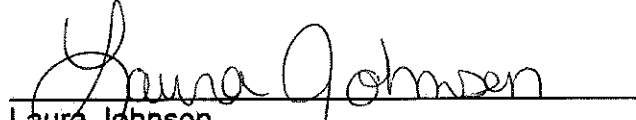


Sherry Stites
Commission District 1



Gary Hicks
Commissioner District 2

ATTEST:



Laura Johnson
County Clerk

