



City of Warrenton

200 West Booneslick

Warrenton, MO 63383

Phone: 636-456-3535 Fax: 636-456-1336

www.warrenton-mo.org

Boundary Line Adjustment Application

(section 410.060 F)

Date: _____

Applicant Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Site Information:

Address: _____

Current Zoning: _____ Project #: _____

Required Documentation:

This Application is required by City Zoning Regulation Section 410.060 /SUBDIVISION REGULATIONS and is not considered accepted until all required documentation is submitted and required fees paid.

The "Boundary Line Adjustment Checklist" is intended to serve as a guide in this process.

Applicant Signature

Date

Print Applicant Name

CITY STAFF USE ONLY

Application Accepted by: _____ Date: _____

BOUNDARY LINE ADJUSTMENT APPROVAL PROCESS - 410.060 (F)

This information is to be used as a guide and is not intended to amend or supersede any corresponding City, State, or Federal Ordinances/Laws. Additional information may be required by the City to properly process the applicant's request.

Two (2) lots with common property lines shall be exempted for the purpose of establishing a common boundary line from the procedural provisions related to preliminary and final plat requirements contained in Sections 410.210--410.230 of the municipal code.

Application may be filed only by the legal owner of both lots being requested.

Applications received by the first day of month will appear on Planning & Zoning meeting agenda for the following month. **Boundary Line adjustments** approved at P&Z meetings will appear on the Board of Aldermen meeting on the third Tuesday of the following month if all required revisions/documentation is received by the deadline for that meeting. *The City reserves the right to table any application due to need for additional research time. Failure to provide all documentation could cause application to be deemed by City staff as "not received".*

The following steps are required in the approval process:

1. Applicant submission of completed application and required documentation and fees:

Filing fee \$125

Plan Review fee \$100

Names and addresses of legal owners of adjacent properties within 300 feet of proposed site required with application--"public hearing" notifications will be completed by City.

2. Application processing

Plat map review will be completed by City staff with applicant notified of any additional documentation requirements.

Applicant must provide 3 copies of drawings (11"X 17" minimum size) along with other documentation required.

3. Planning & Zoning Commission Meeting-1st Thursday of month

7:00 p.m. at City Hall chambers

It is strongly recommended that applicant or representative is present at meeting.

4. Planning & Zoning results

Applicant will receive formal written notice of P&Z outcome

Any revisions or additional information required must be received by the specified deadline in order for the application to be included on the Board of Aldermen agenda.

Applicant must provide 3 copies of drawings (11"X 17" minimum size) reflecting any required revisions by the specified deadline for the Board of Aldermen meeting.

5. Board of Aldermen Meeting -3rd Tuesday of Month

7:30 p.m. at City Hall chambers

It is strongly recommended that applicant or representative is present at meeting. Ordinance will appear on the agenda for approval at the same meeting

6. In addition to the applicant filing the appropriate document(s) with the Recorder of Deeds, the applicant shall file three (3) copies of the recorded document(s) containing all necessary certification and evidence of filing, with the City Clerk.

Boundary Line Adjustment Checklist

(Section 410.060 F)

Applicant's Name: _____ **Project No.:** _____

Property Address: _____

Filing Fee: \$125

Plan Review Fee: \$100

The following must be submitted in order for your application to be processed:

Needed Received

	Legal description of property being added
	Legal description of combined property
	Location of site
	List of names and addresses of adjacent property owners within 300 feet of property in questions
	Plat map per requirements listed below
	Map of adjusted property to be signed by Mayor for filing with County Recorder of Deeds. Three copies of the recorded document but me provided to the City Clerk

Plat Map Requirements

Needed Received

	Prepared by a Land Surveyor or professional engineer licensed by the State of Missouri, at a scale of one (1) inch equals one hundred (100) feet.
	The location and description of all section corners and permanent survey monuments in or near the tract
	The length of all required lines dimensioned in feet and decimals thereof, and the value of all required true bearings and angles dimensioned in degree and minutes, as hereafter specified
	The boundary lines of the land being subdivided fully dimensioned by lengths and bearings, and the location of boundary lines adjoining lands, with adjacent parcels identified and zoning indicated
	The location of all building lines, setback lines, and easements for public services or utilities with dimensions showing their location
	Location and description of the subdivision referenced to block, section, range, township, and U.S. Survey
	Location and Identification of existing structures or improvements.