

## CONDOMINIUM PLAT CHECK LIST

**Plat Submittal:** Two paper copies of the plat plus fees should be submitted to the Department of Planning. Signatures on the plat are not required at this stage of the review process. Condominium Plats must comply with the Missouri Condominium Act (Chapter 448). The County ordinances do not contain any specified review procedures, but the Recorder of Deeds can't record an unauthorized plat. Therefore, the Department of Planning reviews of all Condominium Plats, in the unincorporated areas of the County, for compliance with appropriate regulations.

### Common Errors and/or Omissions:

- The plat must comply with approved Preliminary Plats or the Site Development Plan, and the approval date and Plat Book and Page, if applicable, must be referenced on the plat.
- Key map and locator number.
- The plat should show the footprint of the building(s) and a building numbers or lettering system. The location of buildings should comply with approved plans and be appropriately illustrated on the plat.
- The number of units indicated on the Condominium Plat can't exceed the number of units approved on the approved Preliminary Plat/Site Development Plan, nor can the permitted use of a structure be changed. For example, a Condominium Plat could not be used to convert a 20-unit site into a 21 unit building by redesigning the internal walls of existing buildings, and a commercial structure can't be converted to residential uses by using a Condominium Plat.
- The easements must comply with the easements shown on the Record Plat, and the approval date and Plat Book and Page must be referenced on the plat. Buildings over easements can't be approved on the Condominium Plat until the easement is vacated.
- The plat should reference a permanent benchmark, and the plat should be tied to the Record Plat's survey monuments by a meets and bounds description. For more information contact the Survey Section of the Department of Transportation 314-615-1175.
- The lienor, bank holding the mortgage, and owners' signature is required on the plat.
- Surveyors seal and signature is required.
- The exact dimensions of the units, elevation of floors and ceilings, unit identification system, and common elements must be included on the plat.
- Use of the terms "First Amendment---Second Amendment" or "Phase Two---Phase Three" to identify future plats is preferred over the term "Plat Two---Plat Three". In the past, there has been confusion when there is a Plat 2 Condominium Plat within a Plat 2 of a Record Plat.
- Include a chronology chart on the plat that references the building number, Plat Book and Page, and date of previously recorded plats.

Requirements by Recorder of Deeds when the Plat is recorded:

- Recording fees.
- Condominium declarations (for first condo platted) or amendments to the declarations.
- Certification of substantial completion for new structures.

common/internet/CondoCheckList