



Subdividing Land in Clay County

This brochure provides a basic outline for rezoning and subdividing property in rural Clay County into residential building lots. Details not included here are available through the Planning and Zoning Department or the County web site.

Step 1: Meet with County Officials

When considering developing property in the unincorporated areas of Clay County, you will need to meet with an official of the County's Planning and Zoning Department prior to filing an application. This meeting gives staff an opportunity to offer the applicant insight into the process and to address possible regulations, requirements and Comprehensive Plan compliance issues to avoid problems later.

Step 2: Surveyor Creates a Preliminary & Final Plat

The applicant is responsible to select a surveyor or land planner to create this plan of how the applicant wants the subdivision to be developed. Using a surveyor familiar with the 2011 Clay County Land Development Code will help insure a quality application. Regardless, any surveyor hired must be registered to operate in Missouri. All plats must be submitted electronically for P&Z staff to review before the paper copies are printed.

Step 3: Contact Outside Agencies (Water District, Clay County Public Health Department, and Clay County Highway Department or MoDOT if applicable)

The applicant is responsible for contacting:

1. Contact the appropriate water district to verify they can supply water for each additional lot and have them e-mail that approval to the Planning and Zoning office;
 2. Contact the Clay County Public Health Center for on-site sewer approval. For lots less than 20 acres: a morphology test and plat is required to be delivered to the CCPHC office, pay a subdivision review fee, and bring the receipt along with your applications to the P&Z office. For lots 20 acres and greater; a plat will need to be delivered to the CCPHC office, pay a subdivision review fee and bring that receipt to the P&Z office along with your applications;
 3. If the property abuts a county road, the Clay County Highway Department requires one copy of the plat and payment of a Plan Review Fee. Submit Highway Department receipt to Planning and Zoning with your applications
- OR --
4. If the property abuts a state highway, Missouri Department of Transportation (MoDOT) will need to be contacted for driveway location approval. In most cases MoDOT will send an e-mail and copy P&Z staff with the details.

Step 4: Submit Rezoning and/or Preliminary/Final Plat Applications to Planning and Zoning Department

Typically, application submissions are due on the first Monday of each month, for hearing at the following month's Planning and Zoning Commission (PZC) meeting.

However, each month is unique, please see the application deadline schedule attached to the applications.

At a minimum, the applicant is required to submit the following application documents:

- Completed application form(s);
- Appropriate application fees paid in full;
- 20–24x36 paper copies of the preliminary and final plat; 15-11x17 copies of each plat; including all legal descriptions requested;
- Letter or e-mail from the appropriate Public Water Supply District (PWSD) agreeing to provide water for all proposed lots in the subdivision;
- Receipt from the Clay County Public Health Center;
- Receipt from Clay County Highway Department or e-mail approval from MoDOT
- Proof that all property taxes on said land are paid

Failure to submit all of the required items at the time of application may result in rejection of the application and the return of all submitted materials to the applicant.

Step 5: Attend the County Planning & Zoning Commission (PZC) Meeting

All applications for Rezoning, Plats, Conditional Use Permits (CUP), and other related matters are first considered by the PZC. This citizen committee is appointed by the County Commission and serves as an advisory board, making recommendations to the County Commission for its consideration.

All matters are discussed before the PZC in public meetings. The applicant or authorized representative will be expected to make a brief presentation and answer any questions the board may have. At the close of the discussions, the PZC will take a formal

vote to establish its recommendation to the County Commission.

Step 6: Consideration by the County Commission

Typically all cases heard by the Planning & Zoning Commission are forwarded to the County Commission for final determination. The date of the County Commission meeting will be announced at the Planning & Zoning Commission meeting.

The County Commission review is considered at two meetings. At the first meeting the case is discussed including comments by the applicant and the public. The County Commission will then either place the case on the Consent or Regular agenda. If a case is placed on the Consent agenda the applicant is not required to attend the next County Commission meeting; if the case is placed on the Regular agenda the applicant is required to attend the second meeting. The County Commission is an elected body whose decisions on plats, rezoning, and related matters are final.

Step 7: Recording Documents

If the County Commission approves your case the next step will be to finalize the recording documents. The applicant is responsible for contacting their surveyor and verifying that P&Z staff has approved the recording copies of the plat before they are printed and delivered to the P&Z office. Various County office holders and officials must sign the recording documents prior to actual recording. Typically final plats (at least 3 copies) and any access or development agreements need to be signed by County Officials but each case is different and unique. P&Z staff have no control on how fast the documents get signed by County Officials.

Once all of these requirements have been met, staff will arrange to meet the applicant at the County

Recorder of Deeds office to record the Final Plat and any other pertinent documents. *The applicant is responsible for payment of all recording fees.*

An approved Final Plat becomes null and void if it is not recorded within one (1) year of approval by the County Commission. Any re-application for an expired plat will be treated as new and will be subject to all applicable regulations and fees.

Applicants are responsible for all deed work to transfer ownership of lots; including the recording of the new deeds.

Important Points to Remember

1. A pre-application meeting with County staff is required for all projects before an application is submitted.
2. This process takes a minimum of 3-4 months from the time an application is filed with the P&Z Department. The process is not complete until all required documents have been recorded.
3. Any parcel of land under 40 acres in size must go through the County's subdivision process. See P&Z staff for exemption requirements.
4. Development of any parcel is "site specific" and must be consistent with the Clay County Comprehensive Plan and the 2011 Land Development Code.
5. Application fees are non-refundable.
6. Although staff is available to answer applicant questions and to provide insight into the process, they can neither foresee nor guarantee the ultimate approval of any application.
7. If a project includes public infrastructure the project must go through the public process twice. Construction plans for the public infrastructure must be submitted and reviewed by the County On-Call Engineer before the submittal of the final plat.
8. The subdivision process is applicant driven. It is the responsibility of the developer to submit

all required materials within the appropriate deadline periods.

9. It is the applicant's responsibility to contact and obtain approval letters from the appropriate outside agencies prior to submitting an application (see Step 3).
10. Applicants are strongly encouraged to contact neighboring property owners and discuss your planned action with them prior to submitting an application.
11. For all cases adjacent property owners within 1,000 feet will be sent a letter notifying them of the case.
12. Building permits will not be issued until the Final Plat has been recorded.
13. Right of way may be dedicated as part of the platting process.

Please contact us below to arrange a meeting with County Planning & Zoning Department staff, or for additional information.

Telephone: (816) 407-3380
Fax: (816) 407-3381
Email: pandz@claycountymo.gov
Internet: www.claycountymo.gov/planning

Clay County Highway Dept.	816.407.3300
Clay County Public Health Center	816.595.4350
MO Dept. of Transportation vernon.koch@modot.mo.gov	816-607-2190
MO Dept. of Natural Resources	816.622.7000
Floodplain Manager	816.407.3380
Platte-Clay Electric Cooperative	816.628.3121
Natural Resources Conservation Service	816.781.5580