



Minor Subdivision Checklist

Zoning Requirements

1. Lots need to meet zoning district requirements (R7 – 7000 sq ft min.)
2. 2 acre minimum for onsite septic and well (if under 2 acres and zoning allows for lot size a letter from sewer district for service is required)
3. Road installation: a 20' wide 8" of gravel is required to be installed prior to a minor subdivision completion (planning division inspectors will need to verify this) Road requirements can vary if the serviced number of lots exceeds the 4 required for a minor subdivision. Roadways leading to and along property where minor subdivision is occurring might have to be upgraded to meet County Road standards.
4. 4 lot maximum for minor subdivision
5. Structures need to be located and distances from newly created property lines
6. Lots must meet the 3:1 depth to width ration. Ex: if a lot is 50' in width it cannot exceed 150' in length.
7. Kinship Minor subdivision process
 - a. See section 400.5100.B to ensure kinship eligibility
 - b. Needs deeds and plats showing the subdividing of parcels
 - c. The kinship minor sub can then be recorded as it is exempt from many of the standards

Document Requirements

1. Subdivision
Name: _____
2. The following items are required when submitting a Minor Subdivision for approval under the Jefferson County Subdivision Regulations:

MINOR SUBDIVISION CHECKLIST

3. Four (4) prints of the surveyed plat with the required processing cost, [two-hundred fifty (\$250.00) dollars and \$25.00 per lot]
4. The square footage and/or acreage of each of the adjusted lots
5. The location of all existing buildings, streets, easements, on-site sewage systems and drain fields on and within one hundred (100) feet of the site.
6. The proposed points of ingress and egress.
7. Land description, including numbering of lots and name of subdivision.
8. Required certificates: Owner's, Notary's, and Surveyor's [all must be originally signed and sealed before submitting to Planning and Zoning]
9. Certificate indicating there are no delinquent taxes (both personal property and real estate) outstanding on the property.
10. Certificate for the Planning and Zoning Division.
11. Any stream orders on the property need to be located on the drawing

Certificate Example:

Required Certificates for Boundary Adjustment Plats in Jefferson County

LEGAL DESCRIPTION
(INSERT LEGAL DESCRIPTION)

SURVEYOR'S CERTIFICATE
(INSERT SURVEYOR'S CERTIFICATE)

OWNERSHIP CERTIFICATE
(INSERT OWNERSHIP CERTIFICATE)

NOTARY CERTIFICATE
(INSERT NOTARY CERTIFICATE)

CURRENT TAX STATUS

We find from the Collector of Revenues records that there are no outstanding delinquent taxes on tax I.D. number "ENTER TAX I.D. NUMBER" last assessed in the name(s) of _____

Planning Technician

Date: _____

PLANNING & ZONING CERTIFICATE

This is to certify that the plat of (insert name of subdivision), as shown hereon, has been approved by the Jefferson County Planning and Zoning Department this _____ day of _____, 20--.

By: _____
County Services Director

MINOR SUBDIVISION CHECKLIST

Finalization

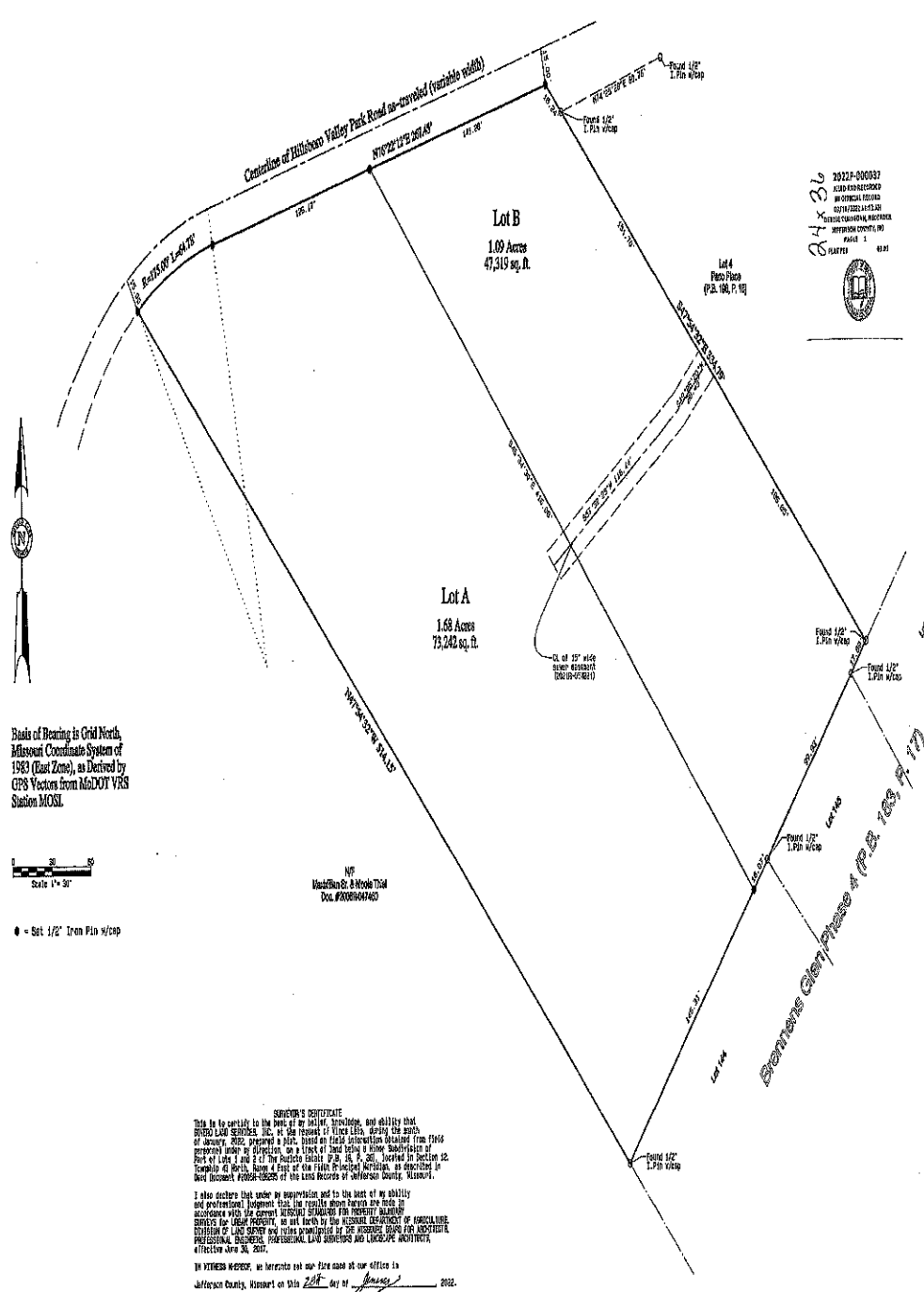
1. Two signatures are required: Director/Assistant Director and the Planning Technician or Planner
2. Fees need to be collected and receipted
3. One copy of minor subdivision kept and archived in the Minor Subdivision record book in the Planning Division
4. Remind applicant to record them at the Recorder's office

Note: See attached completed drawing for further reference

Ruzicka Corner

a Minor Subdivision of Part of Lots 1 and 2 of The Ruzicka Estate (P.B. 18, P. 36), located in Section 12, Township 43 North, Range 4 East of the Fifth Principal Meridian, Jefferson County, Missouri.

Zoned PUD



Basis of Bearing is Grid North, Missouri Coordinate System of 1983 (East Zone), as Derived by GPS Vectors from MGDOT VRS Station MO51.



• = Set 1/2" Iron Pin w/asp

NP
Hatchkin Cr. & Mole Ties
Doc. #2008044740

2022P-000037
ASAP RECORDED
AN ORIGINAL RECORD
02/14/2022 10:51:00
PLATING AND ZONING DIVISION
JEFFERSON COUNTY, MO
PAGE 1
PLATFEE \$2.00



OWNER'S CERTIFICATE
The undersigned owner of the tract of land herein plotted and further described in the foregoing surveyor's certificate has caused the same to be surveyed and subdivided in the manner shown on this plat, which subdivision shall hereinafter be known as Ruzicka Corner.

IN WITNESS WHEREOF, we have hereunto set our hand and official seal this 27th day of January, 2022.

Charles and Stacy Kropp
Charles & Stacy Kropp

State of Missouri :
County of Jefferson :
On this 27th day of February, 2022, before me personally appeared Charles & Stacy Kropp, to me known to be the persons described in, and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in Chambersburg, MO the day and year first above written.

Charles and Stacy Kropp
Charles & Stacy Kropp
Notary Public

My Commission expires June 27, 2024



DEED TAX STATUS
We find from the Director of Revenue's records that there are no outstanding delinquent taxes on the following parcels:
Parcel number 0200200100003 has assessed in the name of Charles & Stacy Kropp.

Cheryl Houch
Planning Director
02/17/22

PLANNING AND ZONING CERTIFICATE
This is to certify that the plat of Ruzicka Corner as shown hereon, has been approved by the Director of County Services and code Enforcement on the 17th day of March, 2022.

Charles and Stacy Kropp
Charles & Stacy Kropp

SURVEYOR'S CERTIFICATE
This is to certify to the best of my belief, knowledge, and ability that BRUCE LEO SHERKINS, Inc. of the record of filed plat, during the month of January, 2022, prepared a plat, based on field information obtained from field observations and by comparison, on a tract of land which is a minor subdivision of Part of Lots 1 and 2 of The Ruzicka Estate (P.B. 18, P. 36), located in Section 12, Township 43 North, Range 4 East of the Fifth Principal Meridian, as described in the document 1808-1808 of the Land Records of Jefferson County, Missouri.

I also declare that under my supervision and to the best of my ability and professional judgment that the results shown hereon are true in accordance with the current MISSOURI STANDARD FOR PROFESSIONAL SURVEYING SERVICES FOR LAND SURVEYING, as set forth by the MISSOURI DEPARTMENT OF CONSUMER PROTECTION, DIVISION OF LAND SURVEYING and rules promulgated by the MISSOURI BOARD FOR ARCHITECTURE, PROFESSIONAL ENGINEERING, PROFESSIONAL LAND SURVEYING AND LANDSCAPE ARCHITECTURE effective June 30, 2021.

IN WITNESS WHEREOF, we hereunto set our hand and seal at our office in Jefferson County, Missouri on this 27th day of January, 2022.

BRUCE LEO SHERKINS, INC. 242-0
Professional Land Surveyor

Bruce Leo Sherkins
Bruce L. Sherkins, Inc.
Professional Land Surveyor

CHARLES AND STACY KROPP
810 CLOVERHOUSE DRIVE
BALLWIN, MO 63011

	GOVERO LAND SERVICES, INC.		NO. 000001	PLAT
	SURVEYING ENGINEERING		02/17/2022	Charles L. Sherkins
2022 PUD-000037		DATE RECORDED	02/14/2022	PLAT
BRUCE LEO SHERKINS, INC. - L.S. 242-0		CREATED BY	D.L.S.	02/14/2022
810 CLOVERHOUSE ROAD		BOOKED BY	J.K.A.	02/14/2022
BALLWIN, MO 63011		DATE	1 of 1	02/14/2022