

CITY OF COLUMBIA

Illinois



IN THE GREATER ST. LOUIS METROPOLITAN AREA

MUNICIPAL BUILDING
P.O. BOX 467
208 SOUTH RAPP AVENUE
COLUMBIA, ILLINOIS 62236-0467
PHONE: 618-281-7144

Subdivision of Property Application

(Staff Use)

Application received by:	Date Received:	Permit # :
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APPLICANT:	_____ ()		
	Last Name	First Name	Telephone #
Address:	No.	Street	City State Zip Code

<input checked="" type="checkbox"/> Proposed Land Use	# of Lots
Residential	
Commercial	
Industrial	
Planned Unit Dev.	
Other -	

<input checked="" type="checkbox"/> Appropriate Request
Sketch Plan
Preliminary Subdivision Plat
Record (Final) Subdivision Plat
Boundary Adjustment Plat
Condominium Plan

LOCATION OF PROJECT	
Address:	
No.	Street
Locator #(s):	Zoning District:
Proposed Use:	
Name of Subdivision, Office/Apartment Complex, Industrial Park:	

PROPERTY OWNER:	_____		
	Last Name	First Name	Telephone #
Address:	No.	Street	City State Zip Code

ENGINEER:	_____		
	Firm Name	Telephone #	
Address:	No.	Street	City State Zip Code
Contact Person:	Last Name	First Name	License # Exp. Date

SURVEYOR:	_____		
	Firm Name	Telephone #	
Address:	No.	Street	City State Zip Code
Contact Person:	Last Name	First Name	License # Exp. Date

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Applicant Signature	Date	Owner Signature (mandatory)	Date
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Final Plat Requirements for Subdivision Checklist

To Applicant: Please place a check (✓) in all categories that meet requirements submitted, enter N/A for any item not applicable, and note any items that do not meet requirements in the space provided at the bottom of this form. *The "Waived" column is for City Official's use/approval.*

SUBDIVISION FINAL PLAT REQUIREMENTS (Only the City of Columbia may waive requirements)	Submitted	Waived
FINAL PLAT REQUIREMENTS – 34-3-22		
(A) The final plat may include all or only a part of the project area portrayed on the preliminary plat which has received approval.		
(B) The final plat shall be drawn on new linen tracing cloth, mylar or other material of comparable stability with water-proof black ink to a scale of not more than one hundred feet to one inch (1" = 100'); provided that the resulting drawing does not exceed eighteen inches by twenty-four inches (18" x 24"). Two (2) or more sheets may be used provided that an index drawing is provided on each sheet. Five (5) black or blue line prints shall be provided by the subdivider, along with the original mylar or linen.		
(C) All dimensions shall be shown in feet and decimals of a foot.		
(D) The final plat shall be prepared under the active and personal direction of a registered Illinois Land Surveyor, who shall certify that the plat correctly shows the results of his survey of the boundaries and platting of parcels within the subdivision.		
ADDITIONAL DATA REQUIRED 34-3-23 In addition, the Final Plat shall portray or present the following plat data:		
(A) Accurate boundary lines, with dimensions and bearings or angles, which provide a survey of the tract, closing with an error of closure of not more than one foot in five thousand feet (1' in 5,000').		
(B) Accurate distances and directions to the nearest established official monument. Reference corners shall be accurately described on the final plat.		
(C) Reference to known and permanent monuments and bench marks from which future surveys may be made together with elevations of any bench marks; and the Surveyor must, at the time of making his survey, establish permanent monuments (set in such a manner that they will not be moved by frost) which mark the external boundaries of the tract to be divided or subdivided and must designate upon the plat the locations where they may be found.		
(D) Accurate metes and bounds description of the boundary and the included area of the subdivision to the nearest one-hundredth (1/100) of an acre.		
(E) Accurate locations of all existing and recorded streets intersecting the boundaries of the tract.		
(F) Right-of-way line of streets, easements and other rights-of-way and property lines and areas of lots and other tracts, with accurate dimensions, bearings and curve data, including radii, arcs and chords, points of tangency and central angles.		
(G) Name and right-of-way width for each proposed street or other right-of-way.		
(H) Location and dimensions of any easement and a statement of purpose for each easement.		
(I) Number to identify each lot or site.		

