



Department of  
**GEOGRAPHIC INFORMATION SYSTEMS**

(816) 881-4581

**JACKSON COUNTY, MISSOURI**

303 WEST WALNUT ST.  
INDEPENDENCE, MO 64050

## **Plat Approval Requirements**

### **Jackson County GIS Department**

The following requirements must be met in order for a plat to be approved and signed by the Jackson County GIS department.

#### **Ownership:**

1. The signature of the owner(s) on the plat must be same owner(s) shown on tax rolls at time of plat approval. If names are different and there has been a recent name change for the legal description that is being platted, a copy of the recorded/certified deed(s) must be supplied with plat. Deeds transferring ownership prior to plat must contain correct legal descriptions or name transfer is invalid.
2. A business, company, corporation acquiring title to property under one name by deed and has changed name prior to platting property will supply proper proof of business, company, corporation name change with plat. This includes individuals, divorcees, and deaths.
3. If a company changes its name after acquiring the property to be platted, a state certificate verifying the name change will be required.
4. If the property is in the name of a trust and the owner(s) do not sign off as trustees, the plat will not be approved
5. If a plat covers areas under multiple owners, all owners' signatures are required before the plat will be approved
6. In a multiphase subdivision, if the first phase has a common area reference, a copy of the declaration must be supplied. If the declaration has been amended it must be supplied with a subsequent plat.

#### **Legal Descriptions:**

1. Legal description will be verified against tax rolls, legal descriptions must match within tolerance set forth by GIS department. (closure within .01 ft)
2. Stateplane coordinates are required for at least three (3) plat corners, one (1) for a survey corner, and show a tie to a section/quarter section corner with a directional bearing (angle, bearing, distance.)
3. A Legal on a plat illustration and in the descriptive part of plat will have the same bearings and dimensions, when describing the same location or plat will not be approved.
  - a. Property lines and row lines shall show complete dimensions (distances and bearings.)

- b. Curved lines will show the following: radius, arc lengths, tangent or chord bearings, and central angles.
4. Any errors such as typographic errors, non closures, incomplete legal or missed callings will cause plat to be turned down for approval.
5. If a plat legal description is a re-plat of an existing subdivision, it must be stated in the legal description. It is acceptable to use sec-twp-rng along with the subdivision/lots that are being re-platted.
6. All plats will be approved by the GIS department in Independence. Plats in range 33 must be recorded at the Kansas City recorders office. Plats outside range 33 can be recorded at either the Kansas City or the Independence recorders office.

On August 28, 2006 House Bill 1707 authorizes the recording of documents at either Jackson County Courthouse.

**Dedication:**

1. The name of the subdivision shall neither duplicate nor too closely resemble the name of any existing subdivision within Jackson County.
2. A document without a dedication will be considered a Survey. The GIS department does not approve surveys. This applies even if the document refers to a name or states that the document is a minor subdivision without the following words in the dedication: now herein known as, or, referred to as.

**General:**

1. If a plat within the unincorporated area of Jackson County has been approved by County planning, it must be submitted to the GIS Department within 90 days for approval. If not, plat will go back to County planning for review.
2. All plats to be recorded are subject to time limitations from date of original signatures to time of Plat approval by GIS Department.
3. If a city ordinance is required, it must be provided at the time of review.
4. Plats omitting signatures on designated areas will not be reviewed or signed by the GIS Department.
5. Plats having multiple ownerships need to have documentation designating which lots go with which owners. Lacking documentation, they will be divided according to last recorded property line before plat.
  - i.e. owner of lots 1 & 2 --- John Smith
  - owner of lots 3-8 --- John Richardson
  - i.e. owner of lots 1-8 --- John Smith & John Richardson
6. When platting or surveying buildings within a lot, there shall be dimensions and bearings that tie the building to the lot that it lies.
7. Must comply with current Missouri Revised Statues.