



2348 S. Brentwood Blvd, Brentwood, Missouri 63144
 314.963.8602 www.brentwoodmo.org

BOUNDARY ADJUSTMENT APPLICATION

Title of Project: _____

Location of Project: _____ **Locator #:** _____

Legal Description: _____

Statement of Purpose: _____

Applicant:

Architect___ Engineer___ Contractor___ Agent___ Owner___

<p><i>Applicant:</i></p> <hr/> <p><i>Name</i></p> <hr/> <p><i>Company (If Applicable)</i></p> <hr/> <p><i>Address</i></p> <hr/> <p><i>Address</i></p> <hr/> <p><i>Telephone #</i></p> <hr/> <p><i>Fax #</i></p> <hr/> <p><i>Email</i></p> <hr/> <p style="text-align: center;"><i>Applicant's Signature</i></p>	<p><i>Applicant's Representative:</i></p> <hr/> <p><i>Name</i></p> <hr/> <p><i>Company (If Applicable)</i></p> <hr/> <p><i>Address</i></p> <hr/> <p><i>Address</i></p> <hr/> <p><i>Telephone #</i></p> <hr/> <p><i>Fax #</i></p> <hr/> <p><i>Email</i></p> <hr/> <p style="text-align: center;"><i>Representative's Signature</i></p>
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Owner Acknowledgement (if different from applicant):

Name _____

Telephone # _____ *Email* _____

Owner's Signature

Three (3) copies of a plat, in recordable form, showing the parcel after the boundary adjustment, including a legal description of each parcel, a certification by a licensed surveyor that the plat meets or exceeds the current Missouri land surveying requirements and standards and containing the following approval form.

The undersigned, City Administrator of the City of Brentwood, Missouri, hereby approves the boundary adjustment shown on this plat in accordance with Section 405.420 of the Revised Code of the City of Brentwood, Missouri.

City Administrator

Date: _____

To facilitate the transfer of minor portions of property between adjacent property owners, and to allow adjustments to be made to lot lines of platted lots or other lawful parcels the City Administrator may approve a minor adjustment to the property lines providing the following conditions are met:

Boundary Adjustments

- (1) After the boundary adjustment, all parcels of property involved in the adjustment comply with all requirements and restrictions set forth in the Revised Code of Ordinances for the city including, without limitation, Chapter 400 and this Chapter 405;
- (2) There is no change in zoning of any of the parcels or property involved in the adjustment; and
- (3) No additional lot shall be created by any boundary adjustment.
- (4) Any person desiring a boundary adjustment as described in subsection 405.420(A) shall submit the following to the City Administrator:
 - (a) A written request for the boundary adjustment, signed by all owners of the properties involved in the adjustment, as shown on the deeds described in (b) below;
 - (b) A copy of the deeds for the parcels involved in the boundary adjustment;
 - (c) A plat showing the parcels as each exists before the boundary adjustment.
- (5) If all of the conditions indicated in Sections 405.420(A) and 405.420(B) have been met, the City Administrator shall approve the plat by signing the plat accordingly. The Plat approved by the City Administrator shall be filed with the St. Louis County recorder of deeds within sixty (60) days after approval by the City Administrator. If any plat is not filed within this period, the approval shall expire
- (6) Should the City Administrator decline to approve the plat as submitted, the petitioner is entitled to appeal the City Administrator's decision to the Board of Alderman. The Board of

Aldermen may require that a formal subdivision process be initiated as a prerequisite of their approval.

Submittal Checklist

2 Paper Copies

1 Mylar copy of the plat sealed by a licensed surveyor

Completed Application

Electronic Copies of all Materials

\$100 Application Review Fee

Paper copies must be separated by set and folded to be no larger than 9"X14".

If P&Z Review is required:

Preferred P&Z Review Date* Wednesday, _____, 20_____.

***Confirm schedule and available meeting dates with Planning staff.**