



City of Pleasant Valley Missouri

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APPLICATION FOR CONDOMINIUMS AND CONDOMINIUM BUILDING CONVERSIONS

Information Sheet

An applicant pursuing approval of a condominium plat within the City of Pleasant Valley shall submit to the Office of the City Clerk five (5) copies of the Condominium Plat and one of each of the following:

- The completed application form.
- Application fee.
- Five (5) copies of plat.
- Proof of ownership.
- Current real estate tax receipt.
- Letter briefly describing the scope and nature of the application.
- Copy of the declaration/by-laws/covenants, conditions and restrictions (CCR).

NEW CONSTRUCTION

For applicants of new construction desiring to implement condominium ownership, the following procedure will apply:

- The Building Official or his/her designee shall verify that the new development complies with all applicable codes and has been constructed in accordance to approved plans.
- Improvement Plans, if required for new development, shall be previously approved (via a Final Subdivision Plat or Site Plan approval process) prior to the submission of an application for a Condominium Plat. Additionally, all improvements required must either be fully installed or guaranteed by a cash deposit or construction bond, as per the requirements of the Subdivision Regulations.
- The Director of Public Works, or his/her designee, in addition to other staff as appropriate, shall review the submittal and make a determination as to whether the submittal is complete and accurate.
- If the submittal is deemed incomplete, the Director of Public Works shall notify the applicant that additional information is needed.
- Once the submittal is deemed complete and the Building Official or his/her designee has authorized approval, then the application may be forwarded to the Board of Aldermen for consideration.

CONDOMINIUM CONVERSION

For applicants of existing buildings desiring to convert to condominium ownership, the following procedure will apply:

- The Director of Public Works, or his/her designee, in addition to other staff as appropriate, shall review the submittal and make a determination as to whether the submittal is complete and accurate.
- If the submittal is deemed incomplete, the Director of Public Works shall notify the applicant that additional information is needed.
- Prior to, or concurrent with, the submittal of an application for condominium conversion, the applicant must have the building inspected by the Building Inspector.
- The Building Inspector shall conduct an inspection to verify that the existing structure is in compliance with the Property Maintenance Code.
- Once the Building Official or his/her designee has verified that the existing structure is in compliance with the Property Maintenance Code, and the submittal has been deemed complete, the application will be forwarded to the Board of Aldermen for consideration.

FEES

At the time an application is filed, the applicant shall pay a fee for processing the condominium plat in accordance with the fee schedule as approved by the Board of Aldermen. The fee shall be paid to the City of Pleasant Valley to the credit of the general revenue fund of the City and payable upon submittal of the condominium plat application.

CONDOMINIUM PLAT REQUIREMENTS

All Condominium Plats are to be prepared by a surveyor, registered to practice in the State of Missouri, and shall be drawn on drafting film or the equivalent on one or more sheets (maximum dimension of twenty four inches by thirty six inches). The scale of the drawing shall be 20 feet or less to the inch 1. If multiple sheets are required, then a key map shall be provided on a Title Sheet showing all units at reduced scale.

The final plat shall contain the following information:

- [1.](#) Condominium name and project title or name, the north arrow, scale and date.
- [2.](#) Accurate legal description of the boundary of the lot(s).
- [3.](#) Boundary lines, with dimensions and bearings or angles, which provide an accurate survey of the lot(s).
- [4.](#) Names, addresses and telephone numbers of the developer, owner, and surveyor.
- [5.](#) Accurate location of all existing and recorded streets, the street name(s) and right-of-way width(s), alley(s) or other right-of-way adjacent to the subject lot(s) with accurate dimensions, bearing curve data, including radii arcs, points of tangency and central angles.
- [6.](#) Location, dimensions and purpose of each easement.
- [7.](#) Each building footprint and an identification system for all buildings and units.
- [8.](#) Each unit's identifying number.
- [9.](#) The location and dimensions of limited common elements, including porches, balconies and patios, other than parking spaces and the other limited common elements.
- [10.](#) The area in square feet for lot(s), building(s) and unit(s) in the project.
- [11.](#) A legal description of any common property jointly owned.
- [12.](#) Any units in which the declarant has reserved the right to create lesser and larger units or common elements, identified appropriately.

- [13.](#) A plat must also show the intended location and dimensions of any contemplated improvement to be constructed anywhere within the condominium. Any contemplated improvement shown must be labeled either "shall be built" or "need not be built".
- [14.](#) The location and dimensions of all real estate not subject to development rights or subject only to the development right to withdraw and the location and dimensions of all existing improvements within that real estate.
- [15.](#) The location and dimensions of the vertical boundaries of each unit.
- [16.](#) Any horizontal unit boundaries, with reference to established datum.
- [17.](#) Building setback lines required by the Pleasant Valley Zoning Ordinance with dimensions.
- [18.](#) Location, type, material and size of all survey monuments and lot markers, including bench marks with elevations referenced to mean sea level datum.
- [19.](#) Purposes for which areas are dedicated or reserved (i.e., open space, common area).
- [20.](#) Location of water mains, valves and fire hydrants.
- [21.](#) Certificate of the owner creating the condominium, granting easements with statement of the use or uses for which granted, establishing building lines and referring to the restrictions of all types and trusteeships which will run with the land and become covenants in the deeds for the lots.
- [22.](#) Certificates of all owners and holders of the deeds of trust, approving the plat as prepared and releasing from the lien created by said deeds of trust all land dedicated to the public use on the plat.
- [23.](#) Certification by a Missouri registered land surveyor that the plat represents a survey made by him/her and that all the necessary survey monuments are correctly shown thereon and that the size of each lot, building and unit is correctly indicated by dimensions and square feet of area. Impressed thereon and affixed thereto shall be the personal seal and signature of the registered land surveyor by whom or under whose authority and direction the plat was prepared in conformance with Missouri Revised Statutes. Any certification of a plat required shall be made by a Missouri registered and licensed surveyor.
- [24.](#) Certification that real estate taxes are paid shall be furnished in the form of copies of paid real estate tax bills on the land subject to the condominium plat or condominium building conversion plat.
- [25.](#) Certificate indicating approval of the plat by the Board of Aldermen of the City of Pleasant Valley, prepared for execution by the Mayor and City Clerk over the seal of the City of Pleasant Valley. Such certification shall include signature lines for the surveying company, owner(s) or developer(s). The owner's signature line must have a notary signature line. Also required are a signature line for the City Clerk and a separate line stating: "Approved by the Board of Aldermen this ____ day of _____ by Ordinance No. _____" to be completed by the City Clerk.
- [26.](#) Additional information, drawings, plans or documentation may be requested when deemed necessary or appropriate for a full and proper consideration and disposition of the application.

APPROVAL

The Board of Aldermen will consider applications for approval of condominium plats at their regularly scheduled meetings. It is necessary that the applicant or applicants' representative familiar with the requested condominium plat appear personally at the meeting to answer questions.

After approval of the plat by the Board of Aldermen, the applicant will present the original reproducible plat to the City Clerk for Attestation. The plat with the appropriate signatures and

the original declaration/by-laws/CCR's must be recorded by the Clay County Recorder of Deeds Office, at the applicant's expense. The applicant shall provide a recorded copy to the Pleasant Valley City Clerk for the City files within thirty (30) days of the Board of Aldermen approval.

AMENDMENTS

After a condominium plat has been recorded in the Office of the Clay County Recorder, it may be amended by a certificate of correction or an amending map in the following cases:

1. To correct an error in any course or distance shown thereon.
2. To show any course or distance that was omitted therefrom.
3. To correct an error in the description of the real property shown on the map.
4. To reduce the number of units.

One original amended plat prepared by a Licensed Land Surveyor with all the necessary signature lines must be presented to the City Clerk for attestation. The form and contents of the amending map shall conform to the Condominium Plat requirements set forth above. The certificate of correction shall set forth in detail the corrections made and show the names of the present fee owners of the property affected by the correction.

The amending plat shall be filed in the office of the Clay County Recorder, the same in which the original map was filed. A copy of the recorded plat shall be provided to the City Clerk.

The fee for processing the amended plat shall be in accordance with the fee schedule as approved by the Board of Aldermen, and payable upon submittal of the amended plat for attestation.

If you have any questions please feel free to contact our office.

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