



**CITY OF KIRKWOOD**  
**BOUNDARY ADJUSTMENT, CONSOLIDATION OR CONDOMINIUM PLAT REQUIREMENTS**

Minimum Requirements for Approval by City:

1. No additional buildable lot shall be created by any boundary adjustment (except for B-4 or B-5 development plans approved by the City Council which contain a cross-access easement agreement designed to ensure the property remains under the development concept).
2. The resulting lot or lots shall not be reduced below the minimum sizes and dimensions required by the City of Kirkwood Zoning Code (except for B-4 or B-5 development plans approved by the City Council which contain a cross-access easement agreement designed to ensure the property remains under the development concept).
3. Boundary adjustments shall be allowed for lawful lots of record provided that the resulting adjustment of lot lines does not increase the degree of non-compliance of the total area adjusted.
4. The boundary adjustment or consolidation plat shall be prepared by a surveyor licensed in the State of Missouri and shall include:
  - A title which references the subdivision name first (if applicable) and the lot and block number, such as:
    - Louisa Heights, Smith Consolidation Plat, A Consolidation Plat of Lot 1, etc.
    - Kirkwood Subdivision, Block 5, Part of Lot A, also known as "139 S Kirkwood Road" Consolidation Plat
  - The Section, Township and Range in the title block
  - An adequate legal description of the boundaries of the original and adjusted lots
  - A lot number for the adjusted or consolidated lot, such as:
    - Huntleigh Hills Boundary Adjustment Plat for Lot 110 and Lot 111
    - Barrett Brae Boundary Adjustment Plat for Lot A and Lot B
  - Lines and area of the adjusted and original parcels, including for the whole original subdivision lot if the subject property is only part of an original lot
  - Existing or required easements, including the name of entity holding the easement
  - The applicable script for the signature block of the City Engineer and the City Clerk (see attached)

**NO SETBACKS OR EXISTING IMPROVEMENTS SHALL BE SHOWN.**

5. A draft paper copy of the plat shall be presented to the Planning Department for review prior to execution.
6. Prior to signatures by the City of Kirkwood, the Mylar plat shall be completely executed and signed by all parties. At the time the plat is ready for City signatures, a filing fee of \$100 shall be paid to the City of Kirkwood and an amount of \$500 shall be deposited with the City.
7. After signature by the City, the plat shall promptly be filed in the St Louis County Recorder of Deeds Office by the applicant at the applicant's expense. One copy of the plat containing the stamp of the Recorder of Deeds shall be provided to the City within 30 days of City signature. Failure to provide a copy of the recorded plat within 30 days shall result in the \$500 deposit being forfeited to the City of Kirkwood.



