



MAJOR SUBDIVISION PROCEDURE CHECKLIST

City of Willard

This checklist is provided to assist the applicant in the timely and complete submission of required materials and completion of all activities required for approval of all land subdivision classified as major subdivision by the *City of Willard Land Development Regulations*. The checklist summarizes key steps and requirements of the major subdivision approval process. However, it is the applicant’s responsibility to comply with all applicable requirements of the *Willard Land Development Regulations* even though not listed on this checklist. Detailed checklists for the sketch plan, preliminary plat and final plat procedures and requirements are also available to assist the applicant. The applicant should check with the City Clerk for submittal deadlines and meeting dates with the Planning and Zoning Commission and Board of Aldermen.

Major Subdivision Procedure	
1.	Pre-Application Meeting with City Staff (recommended)
	Applicant discusses subdivision proposal with City staff prior to submission of sketch plan. Staff will inform applicant of any general concerns or issues to be addressed in preparing the sketch plan. The pre-application meeting is recommended but not required.
Major Subdivision Application Process (required)	
2.	Sketch Plan Requirements
	Applicant prepares sketch plan to include information required in the <i>Willard Land Development Regulations, Article XIV</i> Also see the Sketch Plan Application Checklist for detailed requirements.
	Sketch plan to be submitted 15 working days before Planning and Zoning Commission meeting.
	Commission action to approve, approve with modifications, or disapprove the sketch plan. Commission has 30 days to make decision.
	Applicant will be notified of Commission’s action within 10 days of decision.
	If sketch plan approved, applicant may proceed with preparation of Preliminary Plat and Engineering Report.
3.	Preliminary Plat Requirements
	Applicant prepares Preliminary Plat and Required Engineering Report. Preliminary Plat to include the information listed in the <i>Willard Land Development Regulations, Section 400.1180</i> and Engineering Report to include information listed in <i>Section 100.1210</i> .
	Preliminary Plat application to be submitted 15 working days before the Commission meeting. The preliminary plat application must be complete and all required information must be submitted before the Commission will consider the application.
	The preliminary plat application will be reviewed by the City prior to the scheduled Commission meeting. The City may submit the preliminary plat to other local bodies for review and comment as deemed necessary.

Major Subdivision Procedure	
	Commission reviews the Preliminary Plat. The applicant or applicant's representative should attend the Commission meeting to respond to any questions or concerns that the Commission may have regarding the preliminary plat. The Commission has 60 days to make decision on the preliminary plat, but applicant may request a time extension.
	The Commission's recommendations to approve the preliminary plat, including any modifications required as a condition of approval, are forwarded to the Board of Aldermen for review and decision.
	If preliminary plat is disapproved by the Commission, applicant will be notified within 10 days of the Commission's decision. Applicant may appeal Commission's decision to the Board of Aldermen. Appeal must be submitted within 60 days of the Commission's decision to deny approval.
	Board of Aldermen reviews the preliminary plat and takes action to approve, approve with modifications or disapprove the preliminary plat.
	Board of Aldermen approval of the preliminary plat authorizes applicant to prepare final plat and necessary engineering design and construction plans for required public improvements. Preliminary plat approval does not authorize the sale of lots, construction of buildings or public improvements, nor does it constitute acceptance by the City of any land or public improvements to be dedicated to the City.
4.	Final Plat Requirements
	A. Plans for Installation of Public Improvements
	Applicant prepares engineering design and construction plans for public improvements in accordance with the <i>Willard Land Development Regulations, Section 400.1210 and 400.1220</i> . Must also abide by the specifications of the <i>Design Standards for Public Improvements</i> . Such plans may be submitted for City review prior to or concurrent with the final plat.
	The design and construction plan for required public improvements to be approved by the City before any permits are issued for installation and construction of improvements.
	Pre-construction conference required prior to any construction or installation of improvements, in accordance with <i>Design Standards for Public Improvements, Article I</i> .
	Inspections for various phases of construction to be performed in compliance with <i>Design Standards for Public Improvements</i> .
	Applicant to submit "as-built" plans for all required public improvements and other certifications or improvements guarantees are required by the <i>Land Development Regulations, Article XVI</i> , prior to final plat approval.
	B. Final Plat Submittal
	Applicant prepares the Final Plat to include information listed in the <i>Willard Land Development Regulations, Section 400.1110</i> . Also see Final Plat Application Checklist for detailed requirements..
	Applicant to submit Final Plat within 12 months of the preliminary plat approval date unless a time extension has been requested and the Commission has granted the request.
	Final Plat application to be submitted 15 working days before Commission meeting.
	Commission to review and approve the final plat unless it finds that the final plat is not in substantial compliance with the approved preliminary plat. Commission has 60 days to make decision.

Major Subdivision Procedure	
	If final plat approved by Commission, the final plat is forwarded to Board of Aldermen for approval. Final Plat approval by the Board of Aldermen is contingent on installation of all required improvements in compliance with the <i>Willard Land Development Regulations, Article XV and XVI</i> , and the requirements of the <i>Design Standards for Public Improvements</i> . The Board of Aldermen will approve the Final Plat by ordinance.
	If the Commission disapproves the final plat, the applicant may appeal the decision to the Board of Aldermen.
	C. Final Plat in Phases or Sections
	The Final Plat for any major subdivision that has received preliminary plat approval may be submitted in sections or phases, provided that the following conditions are satisfied: <ol style="list-style-type: none"> 1. Each phase satisfies the requirements of the Willard Land Development Regulations 2. All required public improvements for the phased development are provided. 3. The final plat for a subsequent phase of a subdivision must be submitted within one year of final plat approval for the prior phase of the subdivision.
5.	Final Plat Recording
	Upon approval of the Final Plat by the Board of Aldermen, applicant to provide the City with final copies of the approved plat for signature and recording, in accordance with the requirements of the, <i>Land Development Regulations, Article XIV</i> . Applicant must submit all materials required within 10 days of the Board’s approval of the final plat.
	City shall record the final plat and return recorded copy to the applicant.
6.	Sale of Lots and Construction of Buildings
	No lots shall be sold, conveyed or otherwise transferred and no building permits for construction of buildings or other uses shall be issued until the final plat has been recorded.
Note: Please refer to the sketch plan, preliminary plat and final plat application checklists for details on application submittal requirements.	

Submit Applications for Major Subdivision to:

Willard City Hall
224 W. Jackson, PO Box 187
Willard, MO 65781
(417) 742-3033

For mail delivery, use the post office box address
For hand delivery or parcel delivery, use the street address