



Subdivision Case No. _____
Application Date _____
Application Fee \$50.00 _____
Recording Fee _____

**CITY OF WILLARD, MO
APPLICATION
MINOR SUBDIVISION**

We, the undersigned, request the City of Willard, Missouri Planning and Zoning Commission and Board of Aldermen to approve the minor subdivision as described in the attachment to this application, and attest to the truth and correctness of all facts and information for the proposed minor subdivision presented in this application.

Legal Description of Property (attach additional sheet if necessary): _____

Is a subdivision variance being submitted with this application? Yes _____ No _____

If yes, applicant is to submit a subdivision variance application with this preliminary plat application.

Property Owner's Name _____

If corporation, Corporate Official: _____

Mailing Address _____

Telephone Number _____ Fax Number _____

PROPERTY OWNER'S SIGNATURE(S):

(If corporation, signature of corporation official)

CHECKLIST
MINOR SUBDIVISION APPLICATION
City of Willard, Missouri

This checklist is provided to help you make sure that you submit everything that is required for a completed minor subdivision application. The application must be complete and all items listed on the checklist must accompany the application or this case will not be processed. The application must be submitted no later than 4:00 p.m. to the Willard City Hall, 15 working days prior to the Planning and Zoning Commission meeting at which the minor subdivision will be considered. Contact the City Clerk at the telephone number below for filing deadlines and meeting dates.

APPLICATION FORM:	
	Property owner's name, address, and telephone number. If a corporation, corporate official and corporate seal.
	If requesting a subdivision variance, submit variance application with minor subdivision application.
	Application signed by property owner, or if applicable, corporate official.
MINOR SUBDIVISION SURVEY:	
	Submit three (3) copies of a certified survey signed and sealed by a registered land surveyor. The survey is to include the following information:
	A. Lots in the subdivision
	B. Location of any structures on the lots
	C. Exact nature, location and dimensions of the subdivision and lots
	D. Legal description of subdivision and lots to be affixed to the certification sheet
	E. Certifications for Minor Subdivision to be affixed to the survey, including: <ul style="list-style-type: none"> 1. Certificate of Ownership 2. Acknowledgment Certificate 3. Certificate of Survey and Accuracy 4. Certificate of Approval-Planning and Zoning Commission 5. Certificate of Approval-Board of Aldermen
SKETCH PLAN:	
	Submit fifteen (15) copies of a sketch plan drawn to approximate dimensions of the proposed subdivision on 11"x17" sheet size paper. The sketch plan is to include the following information:
	A. Tract boundaries.
	B. Proposed general lot layout
	C. Streets on and adjacent to the tract
	D. Location of any easements
	E. North point and approximate scale.
APPLICATION FEE:	
	Submit application fee. Applicant will be invoiced for recording fee.
Note: See Article XII of the Willard Land Development Regulations for details on approval procedures for Minor Subdivisions. These regulations should be reviewed closely to ensure that the minor subdivision conforms to the subdivision platting requirements.	

Submit Applications to:
Willard City Hall
224 W. Jackson, P.O. 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