



Application Date _____
Application Fee \$50.00

City of Willard

APPLICATION
MAJOR SITE PLAN

Legal Description of Property:

Street Address or Other Common Property Description: _____
Proposed Uses and General Description of the Proposed Development:

Total Project Cost: _____

Property Owner's Name(s): _____

If Corporation, Name of Corporation: _____

Mailing Address: _____

Telephone Number _____ E-mail _____

Property Owner's Signature: _____

(If corporation, signature of corporate official and title)

Applicant's Name: _____

Mailing Address: _____

Telephone Number: _____ E-mail _____

Applicant's Signature: _____

CHECKLIST

MAJOR SITE PLAN APPLICATION

This checklist is provided to help you make sure that you submit everything that is required for a completed major site plan application. This application must be complete and all items listed on the checklist must accompany the application or the site plan will not be reviewed. The completed application is to be submitted to the Willard City Clerk at the address listed below no less than fifteen (15) days prior to the Planning and Zoning Commission meeting at which the site plan will be considered. Please see Attachment "A" and Attachment "B" for a detailed description of necessary information and documents.

<u>APPLICATION FORM:</u>	
	Property owner's name, address, and telephone number. If a corporation, corporation name.
	Application signed by property owner, or if applicable, corporate official.
	If applicant is different than the property owner, applicants name, address, phone number and signature.
	If the applicant is not the property owner, a signed consent from the property owner is required for the application to be filed in the applicant's name.
	Street address or common description of property.
	Legal description of the property.
	The proposed use or uses and a general description of the proposed development.

<u>MAJOR SITE PLAN CONTENTS:</u>	
<u>Submit (15)fifteen copies of the major site plan to include the following information:</u>	
	A survey, certified by a registered land surveyor, showing property boundary lines and dimensions; all easements, roadways, rail lines, public right-of-way, and any part of which cross, or are adjacent to and affect the subject property.
	If easements are necessary, evidence that all easements can be obtained.
	Approximate north arrow and scale.
	Zoning classification and present use, if any, of the property.
	General location and approximate dimensions of all vehicular and pedestrian circulation elements, including streets, driveways, entrances, curb cuts, parking and loading areas, sidewalks, including slope and gradient of vehicular elements.
	Location and size of existing and proposed public water and sewer utilities on and adjacent to the site and location of fire hydrants
	Location, designation and total area of all useable open space.

	Location, size use and arrangement of all proposed buildings and computations showing height in stories and feet, floor area ratio, total floor area, total square feet of ground area coverage of proposed and existing buildings which will remain, if any, and building separations.
	All existing and proposed storm sewers or other drainage facilities, including size and dimensions of flow.
	Location, size and arrangements of all proposed outdoor signs.
	A landscaping plan in accordance with Article VIII of the Willard Land Development Regulations, and drawings of proposed screening or buffer plantings and types of materials or plantings used.
	A soil erosion control plan for the period during which construction will be taking place and after construction is complete
	In the case of any use for which a conditional use permit has granted , any information necessary to demonstrate compliance with all conditions imposed by the conditional use permit.
	Any other information that may be required by the City to determine the application is in compliance with the Willard Land Development Regulations.
	APPLICATION FEE: Submit \$50.00 application fee with your completed application and required documentation.

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