



Subdivision Case No. \_\_\_\_\_  
Application Date \_\_\_\_\_  
Application Fee \$300.00 + \$10.00/lot Residential  
\$300.00 + \$10.00/lot Commercial  
\$300.00 + \$10.00/lot PDD  
Issuance Fee \$10.00  
Recording Fee \_\_\_\_\_

**CITY OF WILLARD, MO**  
**APPLICATION**  
**MAJOR SUBDIVISION – FINAL PLAT**

We, the undersigned, request the City of Willard, Missouri Planning and Zoning Commission and Board of Aldermen to approve the final plat attached to this application, and attest to the truth and correctness of all facts and information for the final plat presented in this application. The signers represent and warrant that all lien holders have consented to all dedications and the platting provided for in this final plat and will comply with all regulations regarding the platting and subdividing of the land.

Name of Final Plat: \_\_\_\_\_

Name of Preliminary Plat: \_\_\_\_\_

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  
FINAL PLAT APPLICATION  
City of Willard, Missouri**

This checklist is provided to help you make sure that you submit everything that is required for a completed final plat 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 final plat application will be considered. Contact the City Clerk at the telephone number below for filing deadlines and meeting dates.

<b>APPLICATION FORM:</b>	
	Property owner's name, address, and telephone number. If a corporation, corporate official and corporate seal.
	Application signed by property owner, or if applicable, corporate official.
<b>FINAL PLAT CONTENTS:</b>	
	Two (2) mylars and two (2) blackline or blueline paper copies of the plat on sheet size 24"x36" and fifteen (15) paper copies on sheet size 11"x17" are required. Also submit an electronic copy of the plat in a format acceptable to the City. The final plat is to include the following information:
	A. Name of the subdivision.
	B. Name(s) and address(es) of the subdivision owner.
	C. Date of final plat submittal
	D. Township, county and state location.
	E. Surveyor's name, registration number and survey date
	F. Scale in which the plat is drawn in feet per inch or scale ratio, and bar graph.
	G. True north arrow.
	H. All boundary lines with lengths and courses to hundredths of a foot and bearing to half minutes.
	I. Exact location and width along the property line of all existing recorded streets intersecting or paralleling the tract boundaries.
	J. Monuments located and accurately described. Control stations to be based on State Plane Coordinates for the Missouri Central System of 1983.
	K. Accurate location and material of all permanent reference monuments, complying with latest Missouri Minimum Standards for Property Boundary Surveys.
	L. Length of all arc-radii of curvature and tangent bearings.
	M. Streets and alley lines including names, bearings, angles of intersection and widths, and widths along the line of obliquely intersecting streets.
	N. All lot lines with dimensions in feet and hundredths, and with bearings and angles to minutes if other than at right angles to the street and alley lines.
	O. All easements and rights-of-way, with the limitations of the easement rights stated on plat.
	P. For any required off-site easement, evidence of signed and recorded easement and signed verification from property owner from whom easement obtained that all conditions of installation have been met.
	Q. Lots numbered in consecutive order. See Article XIV for detailed requirements.
	R. All water courses.

S.	Sight triangles for street intersections, setback lines fixed by the zoning map or major street plan and other setback lines established by public authority.
T.	Accurate dimensions of existing public land and all property to be dedicated or reserved for public use.
U.	Private covenants, including boundaries of each type of restriction. If applicable, signed statement of conveyance of all common areas and facilities to the appropriate public agency or cooperative association.
V.	Names and locations of adjoining subdivisions and location and ownership of any adjoining non-subdivided properties.
W.	Any changes or conditions required by Board of Aldermen in approval of the preliminary plat.
X.	The following certificates: 1. Certificate of Ownership and Dedication 2. Notary Acknowledgment 3. Certificate of Survey and Accuracy 4. Certificate of Approval-Planning and Zoning Commission 5. Certificate of Approval-Board of Aldermen 6. Recorder's Certificate
Y.	If applicable, statement that land lies in an approved planned development district.
<b>Notarized statement verifying that taxes on property are not delinquent.</b>	
<b>APPLICATION FEE:</b>	
Submit applicable application fee. Applicant will be invoiced for the recording fee.	

**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