



Subdivision Case No. : \_\_\_\_\_  
Application Date: \_\_\_\_\_  
Application Fee: Residential-\$100.00  
Commercial-\$100.00  
PDD- \$100.00

**CITY OF WILLARD, MO  
SKETCH PLAN FOR  
MINOR/MAJOR SUBDIVISION**

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

General Description of Property Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**  
**SKETCH PLAN FOR MINOR/MAJOR SUBDIVISION**  
**City of Willard, Missouri**

This checklist is provided to help you make sure that you submit everything that is required for a completed sketch plan for a minor/major subdivision.. 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 sketch plan will be considered. Contact the City Clerk at the telephone number below for filing deadlines and meeting dates.

<b>PRE-APPLICATION CONFERENCE:</b>	
	Although not required, the applicant is encouraged to discuss the proposed subdivision with City staff prior to submitting the sketch plan. City staff may inform the applicant of any particular concerns that should be addressed in the sketch plan.
<b>APPLICATION FORM:</b>	
	General description of property location.
	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>SKETCH PLAN:</b>	
	Submit eight (8) copies of a sketch plan on 11'x17' sheet size paper. Applicant must also submit three (3) copies on 24"x36" sheet size paper. The sketch plan is to be drawn to an approximate scale of 1" = 100' and contain the following information:
	A. Name and address of the property owner/developer.
	B. Tract boundary and principal features within 1000 feet.
	C. Proposed name of the subdivision
	D. Location of subdivision by township, range and section.
	E. Approximate north arrow and scale.
	F. Approximate total acreage of the subdivision.
	G. Existing streets on and adjacent to the tract, including width of rights-of-way.
	H. Tentative street and lot arrangement.
	I. Existing utilities.
	J. Existing drainage ways.
	K. Unique topographical and physical features.
<b>APPLICATION FEE:</b>	
	Submit applicable application fee.
<p><b>Note: The Planning and Zoning Commission <u>shall not</u> take action on the sketch plan when the applicant or the applicant's agent does not appear at the Commission meeting to provide evidence regarding the sketch plan for the proposed subdivision.</b></p>	

**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