



City of Willard

Subdivision Case No. _____
Application Date _____
Application Fee \$100.00

**APPLICATION FOR APPEAL
MINOR SUBDIVISION SKETCH PLAN**

We, the undersigned, hereby appeal to the Board of Aldermen of the City of Willard, Missouri, the decision of the Planning and Zoning Commission regarding disapproval of the plat for the minor subdivision as described in the application below. We attest to the truth and correctness of all facts and information presented with this application for appeal.

Legal Description of the property involved in the appeal (attach separate sheet if necessary):

Subdivision Name _____

Date of Planning and Zoning Commission decision appealed _____

Description of decision appealed _____

On a separate sheet(s), indicate how the proposed minor subdivision is in conformance with the standards for minor subdivision approval in Article XII, Section 400.1020 of the *Willard Land Development Regulations*, including:

1. No more than three lots will be created, including any remainder retained by the owner.
2. New streets or alleys are not proposed.
3. Vacation of streets, alleys, easements setback lines or access control is not needed or proposed.
4. There is sufficient street right-of-way as required by the Willard Land Development Regulations, or dedication for additional street right-of-way can be made by separate instrument.
5. A substandard size lot will not be created.
6. The extension of public water or sewer is not needed or proposed.
7. The subdivision will not result in a lot or tract without direct access to a street.

8. The installation of drainage improvements through one or more lots is not needed or proposed.
9. The subdivision will not result in significant increases in utilities and service levels nor will it interfere with maintaining existing utilities and services.
10. The tract or lot to be subdivided has not been previously created through the minor subdivision procedure of the Willard Land Development Regulations.

Property Owner's Name(s) _____

If Corporation, Corporate Official and Seal: _____

Mailing Address _____

Telephone Number _____ Fax Number _____

PROPERTY OWNER'S SIGNATURE:

Applicant's Name (if different than property owner) _____

If Corporation, Corporate Official and Seal _____

Mailing Address _____

Telephone Number _____ Fax Number _____

APPLICANT'S SIGNATURE:

**CHECKLIST
MINOR SUBDIVISION APPEAL
City of Willard, Missouri**

This checklist is provided to help you make sure that you submit everything that is required for a complete appeal application to the Board of Aldermen regarding a minor subdivision. This application must be complete and all items listed on the attached application checklist must accompany the application before the application will be forwarded to the Board of Aldermen. The application must be submitted no later than 4:00 p.m. to the Willard City Hall, within 60 working days of the date of the decision by the Planning and Zoning Commission. Please contact the City Clerk at the telephone number below for Board of Aldermen meeting dates.

APPLICATION FORM:	
	Include the legal description of the land involved in the appeal request. Attach the legal description on a separate sheet if necessary.
	Name of the proposed minor subdivision or other property description.
	Date of the Planning and Zoning Commission decision on the minor subdivision plat that is being appealed. Appeals must be filed within 60 days of the date of the decision by the Commission.
	Describe the decision that is being appealed.
	Describe the nature of the determination that is requested from the Board of Aldermen and provide a written response indicating how the proposed subdivision is in conformance with items 1-10 for approval of a minor subdivision. It is the applicant's responsibility to provide evidence establishing the grounds for appeal.
	List the current property owner's name, address, and telephone number. If a corporation, list the corporate official and include the corporate seal.
	Property owner, or if applicable, a corporate official must sign the application.
	If the applicant is different than the property owner, list the applicant's name, address and telephone number. The applicant must sign the application.
APPLICATION FEE:	
	Include the \$100.00 application fee.
<p>Note: The Board of Aldermen <u>shall not</u> take final action on any case when the applicant or applicant's agent does not appear at the meeting before the Board to provide evidence regarding the applicant's appeal.</p>	

Submit Applications 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