

**CHECKLIST
RE-PLAT/LOT SPLIT APPLICATION
City of Willard, Missouri**

This checklist is provided to help you make sure that you submit everything that is required for a re-plat/lot split 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 replat/lot split 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.
	Address/Subdivision of replat/lot split.
	Application signed by property owner, or if applicable, corporate official.
RE-PLAT/LOT SPLIT SURVEY:	
	Submit fifteen (15) copies of a certified survey signed and sealed by a registered land surveyor. The survey is to include the following information:
	A. All lots effected by the re-plat/lot split
	B. Location of any structures on the lots
	C. Exact nature, location and dimensions of all lots effected by re-plat/lot split
	D. Legal description of re-plat/lot split to be affixed to the certification sheet
	E. Certifications for Re-plat/Lot Split to be affixed to the survey, including: <ul style="list-style-type: none"> 1. Certificate of Ownership 2. Acknowledgment Certificate 3. Certificate of Approval-Planning and Zoning Commission 4. Certificate of Approval-Board of Aldermen
SKETCH PLAN:	
	Submit fifteen (15) copies of a sketch plan drawn to approximate dimensions of the proposed re-plat/lot split. 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 of \$75.00. Applicant also responsible for recording fee, and City Engineer review fees.

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