



City of Willard

Subdivision Case No. _____
Application Date _____
Application Fee \$250.00 + \$2.50 per lot Residential
\$335.00 + \$3.35 per lot Commercial
\$300.00 +\$6.00 per lot PDD

**APPLICATION
MAJOR SUBDIVISION – PRELIMINARY PLAT**

We, the undersigned, request the City of Willard, Missouri Planning and Zoning Commission and Board of Aldermen to approve the preliminary plat attached to this application, and attest to the truth and correctness of all facts and information for the proposed plat presented in this application.

Name of Preliminary Plat: _____

Is a subdivision variance being submitted with this application? Yes _____ No _____

If yes, applicant is to submit a subdivision variance application with this preliminary plat application.

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)

Developer's Name: (If different from property owner)

Mailing Address _____

Telephone Number _____ Fax Number _____

**CHECKLIST
PRELIMINARY 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 preliminary 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 preliminary plat 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.
	If different than the property owner, the developer's name, address and telephone number.
	If a subdivision variance is requested, submit variance application with the preliminary plat application.
	Application signed by property owner, or if applicable, corporate official.
PRELIMINARY PLAT CONTENTS:	
	Three black line or blue line copies of the preliminary plat are required. The preliminary plat sheet size shall be 24" x 36". There shall also be (15)fifteen black line or blue line copies , submitted on 11"x17" sheets. The preliminary plat is to include the following information:
	A. Name of the subdivision.
	B. Name(s) and address(es) of the subdivision owner and subdivider.
	C. Date of preliminary plat submittal.
	D. Surveyor's name, registration number and survey date.
	E. Legal description of the subdivision.
	F. Approximate north arrow and scale. Scale to be no greater than 1" = 100', in increments of ten feet.
	G. Listing of the following information: Total acreage of subdivision Total number of lots Current zoning Proposed land use Smallest lot with lot number and area Largest lot with lot number and area
	H. Vicinity map showing subdivision location and streets, roads, and city boundaries existing within 1,000 feet of property to be subdivided.
	I. Topography with contours at ten foot intervals, referenced to USGS datum.
	J. Approximate tract boundaries.
	K. Names and locations of adjoining subdivisions and names of adjoining property owners.
	L. General location and approximate dimensions of all existing street rights-of-way intersecting or paralleling the boundaries of the tract, including distance from the centerline of adjacent streets to the tract boundaries.
	M. General location and approximate dimensions of easements existing within or adjacent to the tract.
	N. Name, location and dimensions of all existing streets, roads, railroads, public sewers, aqueducts, water mains and feeder lines, gas, electric and oil transmission lines, water courses, detention areas, drainage easements, and other significant features within 500

	feet of the property to be subdivided.
O.	Approximate location and extent of all existing structures and tree masses on the tract.
P.	Full plan of development detailing the following information on a single sheet: (1) location of all proposed and existing streets, easements, parks, playgrounds and other public areas and facilities, sewer and water facilities and storm sewers or other drainage facilities; (2) lot lines and the approximate dimensions of all lots and lot numbers in consecutive order; (3) all streets and areas designated or proposed to be dedicated for pertinent facilities, public use, or proposed to be dedicated or reserved for future public use, including the conditions of such dedications; and (4) location of all state or federal fly zones, where applicable.
Q.	Draft of any proposed private restrictions, including the boundaries for each restriction type and a draft of restrictive covenants governing the use and maintenance of all common areas, improvements and facilities where applicable.
R.	Location, size and materials for all storm sewers and other drainage facilities and any proposed connection to existing facilities.
S.	Location, size and material of any capped sewers, house connections, mains, and laterals, and proposed connection to existing facilities.
T.	Records of a title search, indicating any existing covenants on the land to be subdivided. This may be provided as a separate statement.
APPLICATION FEE:	
	Submit application fee as listed on the application.
<p>Note: See the Willard Land Development Regulations and the Willard Design Standards for Public Improvements for required public improvements and design standards. These regulations should be reviewed closely to ensure that the preliminary plat conforms to the subdivision platting requirements.</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