



Application Date _____
Application Fee \$50.00

City of Willard

APPLICATION MINOR SITE PLAN

We, the undersigned, request the City of Willard, Missouri to approve the minor site plan attached to this application, and attest to the truth and correctness of all facts and information presented with this application.

Legal Description of Property (attach additional sheet if needed): _____

Street Address or Other Common Property Description: _____

Proposed Uses and General Description of the Proposed Development (attach additional sheet if needed):

Total Cost of Project: _____

Property Owner's Name(s): _____

If Corporation, Name of Corporation: _____

Mailing Address: _____

Telephone Number _____ **Fax Number** _____

Property Owner's Signature: _____

(If corporation, signature of corporate official and title)

Applicant's Name: (If different from property owner): _____

Mailing Address: _____

Telephone Number: _____ **Fax Number:** _____

Applicant's Signature (if different than property owner): _____

CHECKLIST

MINOR SITE PLAN APPLICATION

This checklist is provided to help you make sure that you submit everything that is required for a completed minor site plan application. This application must be complete and all items listed on the checklist must accompany the application or the site plan will not be reviewed. If Administrative staff determines that the site plan needs further review, then the completed application is to be submitted to the Willard City Clerk. This shall be submitted no less than fifteen (15) days prior to the Planning and Zoning Commission meeting at which the site plan will be considered. Please see Attachment "A" and Attachment "B" for a detailed description of necessary information and documents.

| <u>APPLICATION FORM:</u> | |
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| | Property owner's name, address, and telephone number. If a corporation, corporation name. |
| | Application signed by property owner, or if applicable, corporate official. |
| | If applicant is different than the property owner, applicants name, address, phone number and signature. |
| | If the applicant is not the property owner, a signed consent from the property owner is required for the application to be filed in the applicant's name. |
| | Street address or common description of property. |
| | Legal description of the property. |
| | The proposed use or uses and a general description of the proposed development. |

| <u>MINOR SITE PLAN CONTENTS:</u> | |
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| <u>Submit (3)three copies of the minor site plan to include the following information:</u> | |
| | A survey, certified by a registered land surveyor, showing property boundary lines and dimensions; all easements, roadways, rail lines, public right-of-way, and any part of which cross, or are adjacent to and affect the subject property. |
| | If easements are necessary, evidence that all easements can be obtained. |
| | Approximate north arrow and scale. |
| | Zoning classification and present use, if any, of the property. |
| | General location and approximate dimensions of all vehicular and pedestrian circulation elements, including streets, driveways, entrances, curb cuts, parking and loading areas, sidewalks, including slope and gradient of vehicular elements. |
| | Location and size of existing public water and sewer utilities on and adjacent to the site and location of fire hydrants. |
| | Location, designation and total area of all useable open space. |
| | Location, size use and arrangement of all proposed buildings and computations showing height in stories and feet, floor area ratio, total floor area, total square feet of ground area coverage of proposed and existing buildings which will remain, if any, and building |

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| | separations. |
| | All existing or other drainage facilities, including size and dimensions of flow. |
| | Location, size and arrangements of all proposed outdoor signs. |
| | A landscaping plan in accordance with Article VIII of the Willard Land Development Regulations, and drawings of any proposed screening or buffer plantings and types of materials or plantings used. |
| | A soil erosion control plan for the period during which construction will be taking place and after construction is complete. |
| | Any other information that may be required by the City to determine the application is in compliance with the Willard Land Development Regulations. The completed application is to be submitted to the Willard City Clerk at the address listed below no less than fifteen (15) days prior to the Planning and Zoning Commission meeting at which the site plan will be considered. |
| | APPLICATION FEE: Submit \$50.00 application fee with your completed application and required documentation. |

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