

APPLICATION CHECKLIST

ANNEXATION REQUEST City of Willard, Missouri

This checklist is provided to help you make sure that you submit everything that is required for a complete annexation 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, 30 working days prior to the Planning and Zoning Commission public hearing at which the request for annexation will be heard. Contact the City Clerk at the telephone number below for filing deadlines and meeting dates.

APPLICATION FORM:	
	Name of "Petitioner" (Property Owner).
	Date of application and signatures of property owner/owners.
	Current property owner/owners must sign the petition unless there is an authorized representative. If authorized representative, include power of attorney.
	List the name and address for billing the legal advertising and mail notices for the public hearings before the Planning Commission and Board of Aldermen.
	Annexation petition request shall be notarized.
	Provide the legal description of the property to be annexed. You may attach the legal description on a separate sheet.
FEES:	
	Applicant will be responsible for advertising and notification costs for public hearing.
PROPERTY OWNERS NOTIFICATION:	
	Provide a list of property owners' names and addresses within 185 feet of the area to be annexed that has been compiled from the records of the Greene County Assessor's Office or prepared by a title company authorized to issue title policies in the State of Missouri.
Note: The Planning and Zoning Commission shall not forward its recommendation to the Board of Aldermen when the applicant or the applicant's agent does not appear at the public hearing to provide information for request of annexation. Also, final action by Board of Aldermen shall not be taken until the applicant has reimbursed the City for the costs of advertising and mail notifications to adjacent property owners.	

Submit Petition 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.

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APPLICATION STATUS
PETITION REQUESTING ANNEXATION
(For City of Willard Use Only)

Zoning Case No. _____ Application Date _____

Applicant's Name _____

Application Fee Paid \$ _____

Legal Notice & Mail Notice Fee Paid \$ _____ Date Paid _____

Legal Notice Publication Dates _____

Mail Notice Date _____ Property Posting Date _____

Planning and Zoning Commission Action:

Public Hearing Date _____

Planning and Zoning Commission Recommendation:

Approved _____ Disapproved _____ Other Action _____

Comments: _____

Board of Aldermen Action:

Public Hearing Date _____

Protest Petition Filed Yes _____ No _____ Dated Filed _____

Approved _____ Ordinance No. _____ Date _____

Disapproved _____ Other Action _____

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



APPLICATION FOR ANNEXATION

Date of Application: _____

Property Location: _____

Other description of property location if not addressed:

CASE NO. _____

DATE FILED: _____

RECEIVED BY: _____

RECEIPT NO. _____

Property Owner's Information (full name(s) of all legal property owners listed on deed):

Name of current property owner(s): _____

If Corporation: Corporate Official: _____

Mailing Address: _____ Zip Code: _____

Telephone: _____ Fax: _____ E-mail: _____

Total # of people (related / non-related) living on property: _____

Property Owner's Signature: _____

(If corporation, need signature of one official)

Contact Person Handling Application:

Name(s): _____

If Corporation: Corporate Official: _____

Mailing Address: _____ Zip Code: _____

Telephone: _____ Fax: _____ E-Mail: _____

Current Use of the Property: _____

What is the County Zoning: _____

Proposed Zoning: _____

LAND DESCRIPTION (ATTACH MAP & LEGAL DESCRIPTION OF PROPERTY: LABEL AS EXHIBIT A):

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



STATE OF MISSOURI

COUNTY OF GREENE

SS.

ACKNOWLEDGEMENT OF CORPORATE OFFICIAL

On this ____ day of _____, 20____, before me, appeared _____, to me personally known, who, being by me duly sworn did say that he/she is the _____ of _____, and that the seal affixed to foregoing instrument is the corporate seal of said corporation, and that said instrument was signed and sealed in behalf of said corporation by authority of its Board of directors, and acknowledged said instrument to be the free act and deed of said corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal,

At my office in _____ the day and year first above written.

Notary Public: _____

"Notary Seal"

Print Name: _____

STATE OF MISSOURI

COUNTY OF GREENE

SS.

UNMARRIED PERSON'S ACKNOWLEDGEMENT

On this ____ day of _____, 20____, before me, a Notary Public in and for said state, personally appeared _____, to me known to be the person described in and who executed the foregoing document, and acknowledged that he/she executed the same as his/her free act and deed

And the said _____ further declared himself/herself to be single and unmarried.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal,

At my office in _____ the day and year first above written.

Notary Public: _____

"Notary Seal"

Print Name: _____