



Case No. _____
Application Date _____
Application Fee None

APPLICATION
SKETCH PLAN
MAJOR SUBDIVISION

We, the undersigned, request the City of Battlefield, Missouri Planning and Zoning Commission to approve the sketch plan for the proposed major subdivision as described in the attachment to this application, and attest to the truth and correctness of all facts and information for the proposed subdivision presented in this application.

General Description of Property Location: _____

Is proposed subdivision a conservation subdivision? Yes _____ No _____

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)

Applicant's Name, if different than property owner: _____

If corporation, Corporate Official: _____

Mailing Address _____

Telephone Number _____ Fax Number _____

APPLICANT'S SIGNATURE:

(If corporation, signature of corporation official)

**CHECKLIST
SKETCH PLAN FOR MAJOR SUBDIVISION
City of Battlefield, Missouri**

This checklist is provided to help you make sure that you submit everything that is required for a completed sketch plan for a major subdivision. 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 4:30 p.m. to the Battlefield City Hall, 15 working days prior to the Planning and Zoning Commission meeting at which the sketch plan will be considered. Contact the City Clerk at the telephone number below for filing deadlines and meeting dates.

PRE-APPLICATION CONFERENCE:	
	Although not required, the applicant is encouraged to discuss the proposed subdivision with City staff prior to submitting the sketch plan. City staff may inform the applicant of any particular concerns that should be addressed in the sketch plan.
APPLICATION FORM:	
	General description of property location.
	Indicate if proposed subdivision is a conservation subdivision.
	Property owner's name, address, and telephone number. If a corporation, corporate official and corporate seal.
	Application signed by property owner, or if applicable, corporate official.
	If different than property owner, name, address and telephone number of applicant.
	Application signed by applicant.
SKETCH PLAN:	
	Submit nine (9) copies of a sketch plan containing the following information. The sketch plan is to be drawn to an approximate scale of 1" = 100'.
	A. Name and address of the property owner/developer.
	B. Tract boundaries and principle features within 1000 feet
	C. Proposed subdivision name and location by lot, section, township, range.
	D. Approximate north arrow and scale.
	E. Approximate total acreage of the subdivision.
	F. Existing streets on and adjacent to the tract, including width of rights-of-way.
	G. The tentative street and lot arrangement.
	H. Existing utilities.
	I. Existing drainage ways.
	J. Approximately location, dimensions and configuration of all proposed or existing lots.
	K. Unique topographical and physical features.
	L. Any proposed parks, school sites or any other community facilities.
Note: The Planning and Zoning Commission shall not take action on the sketch plan when the applicant or the applicant's agent does not appear at the Commission meeting to provide evidence regarding the sketch plan for the proposed subdivision.	

Submit Applications to:

Battlefield City Hall
5434 Tower Drive
Battlefield, MO 65619
(417) 883-5840
(417) 883-8189 FAX