



Case No. _____
 Application Date _____
 Application Fee \$50.00 _____

**APPLICATION
 MINOR SUBDIVISION APPEAL**

We, the undersigned, hereby appeal to the Board of Aldermen of the City of Battlefield, Missouri, the decision of and Administrative Official and/or the Planning and Zoning Commission regarding the minor subdivision as described in the application below. We attest to the truth and correctness of all facts and information presented with this application for appeal.

Legal Description of the property involved in the appeal (attach separate sheet if necessary):

Subdivision Name _____

Appeal of: Decision of Administrative Official _____ Decision of Planning & Zoning Commission _____

If appeal of administrative official decision, name of official: _____

Date of decision appealed: _____

Description of decision appealed: _____

On a separate sheet(s), indicate how the proposed minor subdivision is in conformance with the standards for minor subdivision approval in Section 4.1.2 of the *Battlefield Subdivision Regulations*, including:

1. No more than four lots will be created, including any remainder retained by the owner.
2. New streets or easements are not proposed.
3. Vacation of streets, alleys, easements setback lines or access control is not needed or proposed.
4. There is sufficient street right-of-way as required by the *Battlefield Subdivision Regulations*, or dedication for additional street right-of-way can be made by separate instrument.
5. The subdivision will not result in a lot or tract without direct access to a street.
6. The extension of a public water or sewer system is not needed or proposed.

7. The installation of drainage improvements through one or more lots to serve one or more other lots is not needed or proposed.
8. The subdivision complies with the Battlefield Zoning Regulations or other regulations of the city and a substandard size lot will not be created.
9. The subdivision will not result in significant increases in utilities and service levels nor will it interfere with maintaining existing utilities and services.
10. The subdivision is consistent with the surrounding area. In determining consistency, the size and dimension of lots previously developed, the layout and design of existing subdivision, and the degree of deviation from previous development shall be considered.
11. The tract or lot to be subdivided has not been previously created through the minor subdivision procedure of the *Battlefield Subdivision Regulations* in effect at the time of subdivision.

Property Owner's Name(s) _____

If Corporation, Corporate Official and Seal: _____

Mailing Address _____

Telephone Number _____ Fax Number _____

PROPERTY OWNER'S SIGNATURE:

(If corporation, signature of corporate official)

Applicant's Name (if different than property owner) _____

If Corporation, Corporate Official and Seal _____

Mailing Address _____

Telephone Number _____ Fax Number _____

APPLICANT'S SIGNATURE:

CHECKLIST

MINOR SUBDIVISION APPEAL City of Battlefield, Missouri

This checklist is provided to help you make sure that you submit everything that is required for a complete appeal application to the Board of Aldermen regarding a minor subdivision. This application must be complete and all items listed on the attached application checklist must accompany the application before the application will be forwarded to the Board of Aldermen. The application must be submitted no later than 4:30 p.m. to the Battlefield City Hall, within the time listed in the following checklist for appeal of an administrative official decision or appeal of a Planning and Zoning Commission decision. Please contact the City Clerk at the telephone number below for Board of Aldermen meeting dates.

APPEAL DATES:	
	Appeal of administrative official decision must be filed within 15 working days of the date of the decision.
	Appeal of decision of the Planning and Zoning Commission must be filed within 60 working days of the date of the decision.
APPLICATION FORM:	
	Include the legal description of the land involved in the appeal request. Attach the legal description on a separate sheet if necessary.
	Name of the proposed minor subdivision.
	Indicate if the application is an appeal of an administrative official decision or a decision of the Planning and Zoning Commission.
	If appealing a decision of an administrative official, list the administrative official's name.
	Date of the decision on the minor subdivision that is being appealed. Appeals must be filed within the time frame listed above for type of appeal.
	Describe the decision that is being appealed.
	Describe the nature of the determination that is requested from the Board of Aldermen and provide a written response indicating how the proposed subdivision is in conformance with items 1-11 for approval of a minor subdivision (Section 4.1.2, <i>Battlefield Subdivision Regulations</i>). It is the applicant's responsibility to provide evidence establishing the grounds for appeal.
	List the current property owner's name, address, and telephone number. If a corporation, list the corporate official and include the corporate seal.
	Property owner, or if applicable, a corporate official must sign the application.
	If the applicant is different than the property owner, list the applicant's name, address and telephone number. The applicant must sign the application.
APPLICATION FEE:	
	Include the \$50.00 application fee.
<p>Note: The Board of Aldermen <u>shall not</u> take final action on any case when the applicant or applicant's agent does not appear at the meeting before the Board to provide evidence regarding the applicant's appeal.</p>	

Submit Applications To:

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