



Case No. _____
Application Date _____
Application Fee \$100.00 _____
Recording Fee _____

APPLICATION

MINOR SUBDIVISION

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

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

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)

**CHECKLIST
MINOR SUBDIVISION APPLICATION
City of Battlefield, Missouri**

This checklist is provided to help you make sure that you submit everything that is required for a completed minor subdivision 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 4:30 p.m. to the Battlefield City Hall, 15 working days prior to the Planning and Zoning Commission meeting at which the minor subdivision 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 requesting a subdivision variance, submit variance application with minor subdivision application.
	Application signed by property owner, or if applicable, corporate official.
MINOR SUBDIVISION FINAL PLAT:	
	One (1) Mylar and nine(9) blackline or blueline copies of the subdivision final plat, drawn in a scale of 100 feet or less to the inch. The final plat is to include the following information:
	A. Name of the subdivision.
	B. Name(s) and address(es) of the subdivision owner(s).
	C. Date of plat submittal.
	D. Legal description of the tract.
	E. Surveyor's name, registration number and survey date.
	F. Contours at vertical intervals of five feet, referenced to USGS datum.
	G. True north arrow and scale, drawn in feet per inch or scale ratio and bar graph.
	H. Boundary lines of the subdivision shown on a survey prepared by a Missouri registered land surveyor.
	I. Monuments located and accurately described on the plat. Control stations based on State Plane Coordinates for the Missouri Central System of 1983.
	J. Accurate location and material of all permanent reference monuments, complying with the latest Missouri Minimum Standards for Boundary Surveys.
	K. Existing streets on and adjacent to the tract, including names, rights-of-way, dimensions and location.
	L. Location, dimensions and purpose of any existing easements on or adjacent to the tract.
	M. Existing utilities on and adjacent to the tract, including location, size and invert elementary elevations of sanitary sewers and storm sewers; location and purpose of any other drainage facilities; location and size of water mains; location of gas lines, fire hydrants, electric and telephone lines, and street lights.
	N. Lots numbered in consecutive order.
	O. Existing water courses, rock outcrop, flood area, buildings or other significant features.
	P. Setback lines on all lots and other sites.
	Q. Dimensions of existing public land and of all property to be dedicated or reserved for public use and statement of intended use.
	R. Private covenants, if any, including boundaries of each type of restriction. Where applicable, restrictive covenants are required governing the use and maintenance of all common areas, improvements and facilities.
	S. Names and locations of immediately adjoining subdivisions and the location and ownership of adjoining unsubdivided property.
	T. Zoning classification of the minor subdivision and adjacent areas.

MINOR SUBDIVISION FINAL PLAT (continued):	
U.	Certificates of approval, in accordance with Section 4.6, <i>Battlefield Subdivision Regulations</i> : Certificate of Ownership and Dedication Certificate of Conveyance of Common Space (if applicable) Acknowledgment Certificate of Survey and Accuracy Certificate of Approval – Planning and Zoning Commission Certificate of Approval – Board of Aldermen Recorders Certificate
V.	Accompanying notarized statement verifying that there are no unpaid taxes or special assessments on the property contained in the plat.
APPLICATION FEE:	
	Submit application fee of \$100.00 Applicant is also responsible for recording fee. City will bill applicant separately for recording fee.
ENGINEERING REVIEW FEE:	
	Submit \$500.00 engineering review deposit fee. If engineering review costs are greater, City will bill applicant for additional costs.
Note: See Article IV of the <i>Battlefield Subdivision Regulations</i> for details on approval procedures for Minor Subdivisions. These regulations should be reviewed closely to ensure that the minor subdivision conforms to the subdivision platting requirements.	

Submit Applications to:

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