

City of Nixa Development Application, Submittal Requirements Minor Subdivision

- 1. Completed application form including pre-application conference check-off
- 2. Ownership report (Certified by a Title Company) identifying current property owner(s) of subject property.
- 3. Fee - \$150 + legal notice
- 4. Certification of surrounding property owner notification within 185 feet of subject property.
- 5. Four (4) folded copies of plans including all applicable information along with an electronic submittal on disc

Information to be included on each plan

- 1. Sheet size 24"x36"
- 2. North arrow, date and engineer's scale as appropriate
- 3. Name of the project and project type in prominent title block, upper right-hand corner.
- 4. Vicinity map at 1-1/2" mile radius
- 5. Legal description of subject property
- 6. Basis for establishing bearing
- 7. Boundary survey of subject property with name, number and signature of licensed surveyor.
- 8. Total acreage.
- 9. Certification signature blocks (for appropriate format see Part II of this chapter)
- 10. Names and boundaries of adjacent subdivisions and streets.
- 11. Dimensions and square footage of each lot.
- 12. Lot and block number(s) with lot lines shown.
- 13. Street names for all streets, within and adjacent to the property.
- 14. Location and description of monuments.
- 15. Bearings, distances, chords, radii, central angles, tangent links, etc., for all lots, blocks, perimeter, R.O.W., etc.
- 16. Bearings, distances, chords, radii, central angles, tangent links, etc., for perimeter only.
- 17. Existing r.o.w. in and adjacent to subject property (dimensioned)

- 18. Proposed r.o.w. in and adjacent to subject property (dimensioned)
- 19. Existing easements and their type in and adjacent to subject property.
- 20. Proposed easements and their types in and adjacent to subject property (dimensioned)
- 21. Quantified through a master drainage plan; Storm water drainage study if developer chooses to opt out of on-site detention and pay the City's fee-in-lieu of on-site detention.
- 22. Delineation of floodplain boundaries. (100 yr)
- 23. Existing type and location of structures and paved areas on the site.
- 23. All areas to be dedicated for public use (parks, r.o.w. utility easements, etc.)

Documents/information/requirements prior to recording of ordinance or mylar

- 1. Fully executed agreements.
- 2. Fully executed memorandum of agreement for public improvements, including financial security (where public improvements required) and approved.
- 3. All applicable deeds, agreements, fees, payments, etc., required by ordinance or as condition of approval, all fully executed.
- 4. Ink on mylar or reproduction on mylar with all required signatures (original, in black ink) except for those of approving body, mayor, and clerk and recorder.
- 5. Submittal of recorded set of plan on disk to the City's Mapping Technician.



Development Department P & Z Application

Application Date: _____

Project Type: _____ Title as it Appears on Plans: _____

<input type="checkbox"/>	Annexation, Zoning & Concept Plan	<input type="checkbox"/>	Board of Adjustments
<input type="checkbox"/>	Preliminary Plat	<input type="checkbox"/>	Exception to Subdivision Regulations
<input type="checkbox"/>	Special Use Permit	<input type="checkbox"/>	Zoning Code Amendment
<input type="checkbox"/>	Rezoning and Concept Plan	<input type="checkbox"/>	Vacation of Easement
<input type="checkbox"/>	Minor Subdivision (3 or less lots)	<input type="checkbox"/>	Vacation of Right-of-Way
<input type="checkbox"/>	Final Plat	<input type="checkbox"/>	Other _____

INFORMATION

Applicant's Name _____ Project Location _____

Applicant Address: _____ Existing Use _____

_____ Proposed Use _____

Phone/Fax/Mobile _____ Existing Zoning _____

Relationship to Owner _____ Zoning _____

Legal Description of Property

Pre-application conference was held with _____

PERSONS IN INTEREST

Name	Address	Zip	Phone/Fax/Mobile
PROPERTY OWNER(S) (Identify General Partners)			

Mortgages

Optionees



Development Department P & Z Application

CONSULTANTS

Name	Address	Zip	Phone/Fax/Mobile
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CONTACT PERSON : _____

Identify one person to serve as the contact for the Planning Department during the review process. This will be the only person notified by the Planning Department of meeting schedules. It will be his/her responsibility to notify the other parties who may be

Address _____

Phone/Fax _____

OWNER CERTIFICATION

I certify that I am a person in interest and the information and exhibits herewith are true and correct to the best of my knowledge and that in filing this application, I am acting with the knowledge and consent of all persons in interest. Without the consent of persons in interest, the requested action cannot lawfully be accomplished.

Address _____

Phone/Fax _____

Name _____

Owner's Signature _____ Capacity _____

STAFF USE ONLY

APPLICATION ACCEPTED

Date _____

Time _____

By _____

Fee Received _____

Property Owners within 185 feet notified

Application Requirements Complete

APPENDIX A

APPLICATION SUBMITTAL REQUIREMENTS

A-1: Requirements Designated:

- a.) As provided in Article IV, Part 1, Subsection 4 it is recognized that the charts in this section outline the City of Nixa's application packages and required submittal requirements. From this information the City of Nixa shall determine whether the development proposal would comply with all of the requirements of this chapter. The permit issuing authority may require more information or accept less information according to the particular proposal.
- b.) Any submittal that does not meet the requirements as stated in this section shall constitute an incomplete application and shall be returned to the applicant.
- c.) The only opportunity for waiver or adjustment of any of these requirements is by the Planning and Development Manager, following a pre-application conference.
- d.) All plans for the same project shall be submitted at the same scale. Projects that require several applications shall have all plans submitted at the same scale, with a separate plan for each application.
- e.) Plans shall, where possible, include information on as few sheets as possible while still presenting information in a clear and concise manner. The title of the project shall be prominently placed in the upper right quadrant of the plan. All sheets shall be consecutively numbered.
- f.) The application package and plan submittal requirements contained in this section are the minimum amount of information that must be submitted in order for the review process to begin. The applicant may need to submit additional information in order to demonstrate satisfaction of review criteria. All exhibits and information used to demonstrate satisfaction of review criteria must be made part of the plan documents and will be kept on file with the City.

Application for Notification of Property Owners

Date: ____ / ____ /200__

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (1): (____) _____

Phone (2): (____) _____

Description of Property: _____

Tax Id Number: _____

Radius: _____

Please allow **5** days to process and compile the requested information for you. You will be subject to a three dollar (\$3.00) mapping fee. Additionally subject to a charge of fifty cents (\$.50) per property owner that falls within the above-specified radius of the described property. **The Assessor's office is not liable for any errors on this listing.**

\$3.00 Mapping fee

\$ Names ()

Total: \$ _____

SAMPLE

Date _____ -

Dear Property Owner:

This letter is to notify you of our intentions to _____
at _____ in Nixa, Missouri. As required, we have applied for a
_____ with the City of Nixa.

There will be a public hearing on this application on _____
Date
at _____ P.M. at the Planning and Zoning Meeting and also on _____
Date

At _____ P.M. at the Board of Aldermen Meeting at Nixa City Hall.

If you have any questions regarding this matter, you may call us at _____
or Travis Cossey at the City of Nixa at 725-5850.

Sincerely,

Your Name

Business Name, If applicable