



MINOR SUBDIVISION APPLICATION

LEGAL OWNER(S)

NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

EMAIL: _____

CONSULTANTS

ENGINEER/SURVEYOR: _____

EMAIL: _____

PHONE NO.: _____

PROPERTY INFORMATION

NAME OF SUBDIVISION: _____

EXISTING ZONING: _____

PROPOSED USE OF PROPERTY: _____

NUMBER OF PROPOSED LOTS: _____

REQUIRED ENCLOSURES

- 1. Five (5) 24" x 36" copies of plat or survey
- 2. Application fee of \$120.00 (Checks made payable to *City of Republic*)
- 3. Signed Guaranty of Payment form for 3rd party review fees

To the best of my knowledge and belief, data in this application and all attachments thereto are true and correct.

Owner(s) Signature: _____ Date: ___/___/_____

Name (print): _____

Received by: _____ Date: ___/___/_____

Planning and Development Department
204 North Main Street
Republic, MO 65738
Phone: (417) 732-3150 Fax: (417) 732-3199



Qualifications for Minor Subdivisions (see Section 410.110 of Municipal Code of Ordinances)

All subdivision of land not otherwise classified as a major subdivision shall be classified as a minor subdivision and shall be subject to the procedures adopted by the City Council.

1. The proposed subdivision will not create more than four tracts of land, including the remainder to be retained by the owner.
2. The proposed subdivision does not include the dedication of a new street or other public way or change in existing streets, easements, water, sewer or other public improvements. It is the intent of this provision to limit approval of minor subdivisions to those cases where the improvements required by these regulations have been provided, with exception to the extension of service to individual lots. It is not the intention of this provision to permit all requests, based solely requests that meet the minimum standards.
3. The subdivision is in compliance with the Zoning Code and other ordinances and regulations of the City of Republic and no substandard tract, parcel or lot will be created.
4. The subdivision will not result in substantial increases in service requirements (e.g., utilities, traffic control, parks, schools, streets, etc.), nor interfere with the maintenance of existing service levels (e.g., additional curb cuts, repaving, etc.).
5. The parent tract was lawful under these regulations at the time the existing property description was recorded.
6. The configuration of the property was created by a court decree or order resulting from testamentary or interstate provisions.
7. The configuration of the property was created by the assembly or combination of existing tracts of record.
8. Minor subdivisions shall be limited so that no more than four (4) new tracts or parcels of land are created by minor subdivision from the original parent tract or parcel as that tract or parcel was at the time of annexation or else as the parcel was platted within a major subdivision in the interest of preventing the circumvention of the major subdivision process. Upon a request for a second (2nd) minor subdivision of a tract or parcel previously subdivided into fewer than four (4) new tracts or parcels, Council may authorize staff by resolution to execute a subsequent minor subdivision that otherwise meets the minor subdivision requirements.



Review and Approval Procedures for Minor Subdivisions (see Section 410.120 of Municipal Code of Ordinances)

- All proposed minor subdivisions will be reviewed by the City's development review team comprised of staff from the Planning and Development Department, Fire Department, City Engineer (3rd party consultant), and the Public Works Department.
- The review team will complete the review task using criteria from the City's various adopted standards, specifications, and regulations for development including the City of Republic Zoning Regulations (Chapter 405), the City of Republic Subdivision Regulations (Chapter 410), International Fire Code, as well as Fire Prevention and Protection Regulations (Chapter 205) and other applicable local, state, and federal requirements. In certain case, reviews may also be conducted by various county and state officials for compliance with applicable requirements.
- Minor Subdivision reviews are completed within ten (10) business days of receipt of the submittal for review. The City will prepare a review letter to be returned to the owner and their design consultant clearly indicating areas of concern and non-compliance so that they can be corrected prior to approval. Conditional approvals may be granted in select cases where issues of non-compliance are determined to be insignificant to warrant further review.
- Most minor subdivision proposals will be approved administratively, meaning that the certification of approval on the plat document will be signed by the Director of Planning and Development or his/her designee. In some cases, a minor subdivision proposal will warrant being approved by the Planning and Zoning Commission and/or the City Council were certain public improvements or dedications are of concern. Dates of times of any public meetings at which the minor subdivision will be on the agenda of either body will be supplied to the applicant and to the public prior in advance of the meeting(s).
- Minor subdivision approval shall confer upon the developer the right that the City will not change the general terms and conditions under which the approval was granted. Within sixty (60) days after approval of the plat by the Planning and Development Department staff, the subdivider shall file said plat with the County Recorder. The subdivider shall pay the cost of recording the plat, easements, right-of-way deeds and any other related accompanying documents. If the plat is disapproved, the Planning and Development Department staff shall notify the applicant in writing of the actions and reasons therefore. If the applicant shall fail to record the plat within sixty (60) days, then the plat shall be held for naught.
- **SIDEWALKS** – The Public Works Director may approve a builder, owner or subdivider of a minor subdivision to pay the City twelve dollars (\$12.00) per linear foot of sidewalk instead of building the sidewalk. This shall not apply to major subdivisions or to lots, which are already developed (existing structures, houses, etc.) that are part of the minor subdivision.

Information Required for Minor Subdivision Plat (see Section 410.120 of Municipal Code of Ordinances)

All minor subdivision proposals shall be presented on 24" x 36" paper, with work shown thereon prepared and sealed by a Missouri Professional Land Surveyor. All minor subdivision plats shall contain at least the following information, as well as any other information deemed necessary by the Planning and Development Department to ensure compliance with applicable requirements.

1. The proposed subdivision name, the general location, as it is commonly known, or by some other name by which the project may be identified, the name and address of the present owner and subdivider and the surveyor.
2. Title, scale, north arrow, date of preparation and each date for which a revision was made.
3. Location by section, township, range, City, County, State or if a re-subdivision of an existing or approved subdivision, then by lot or block numbers and name of the original subdivision.
4. The names, location and dimensions of adjacent streets within any adjoining subdivision.
5. The plat boundaries shall show the grid bearings, and distances dimensioned to the hundredth of a foot. Survey shall meet or exceed current minimum standards for Urban Class Property.
6. The boundary lines, location and dimensions of existing and newly created tracts, parcels or lots and easements that are part of the minor subdivision shall be shown on plat. The dimensions and location of all arcs, radii, internal angles, points of curvature and tangent boundaries and other pertinent survey information necessary to an accurate description and location. Survey data shall meet the standards promulgated by the State of Missouri, "Missouri Minimum Standards for Property Boundary Surveys", Division of Geology and Land Survey, Missouri Department of Natural Resources. All survey datum shall be horizontally tied to the Central Zone of the Missouri State Plane Coordinate System 1983, and vertically tied to the North American Vertical Datum 1988 (NAVD 88). The survey method used along with the name of the published Bench Mark, GRS monument or Real Time Correction Broadcast Station shall be stated.
7. Lot area shown in square feet.
8. Names of adjacent subdivisions and owners of adjoining parcels of unsubdivided land.
9. The exact location and distances of all structures and other physical improvements in relation to proposed lot lines.
10. The extent and location of floodplains, floodways, or other waterways of record; elevations of which, shall be based on applicable Flood Insurance Studies, Flood Insurance Rate Maps, Flood Boundary and Floodway Maps.
11. Location of sanitary sewer, storm sewers, water mains, gas lines, fire hydrants, electric and telephone poles and street lights.
12. Topography, contours at vertical intervals shall be shown as follows:
 - a. Average slope less than six percent (6%)--two (2) foot interval contour map
 - b. Average slope over six percent (6%)--five (5) foot interval contour map
13. Existing zoning classification of the minor subdivision and adjacent area.
14. Setback lines on all lots and other sites.

