



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

City of Branson West, Missouri

**APPLICATION
 MINOR SUBDIVISION**

We, the undersigned, request the City of Branson West, 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 Branson West, 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 Branson West 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 SURVEY:	
	Submit eight (8) copies of a certified survey signed and sealed by a registered land surveyor. The survey is to include the following information:
	A. Lots in the subdivision
	B. Location of any structures on the lots
	C. Exact nature, location, and dimensions of the subdivision and lots
	D. Legal description of subdivision and lots to be affixed to the certification sheet
	E. Certifications for Minor Subdivision to be affixed to the survey, including: <ul style="list-style-type: none"> 1. Certificate of Ownership 2. Certificate of Survey and Accuracy 3. Certificate of Approval – Board of Aldermen 4. Recorder's Certificate
SKETCH PLAN:	
	Submit eight (8) copies of a sketch plan drawn to approximate dimensions of the proposed subdivision. The survey is to include the following information:
	A. Tract boundaries
	B. Proposed general lot layout
	C. Streets on and adjacent to the tract
	D. Location of any easements
	E. North point and approximate scale
APPLICATION FEE:	
	Submit application fee of \$100.00. Applicant also responsible for recording fee. The City will bill applicant for recording fee.
ENGINEERING REVIEW FEE:	
	Submit engineering review deposit fee of \$500.00. If engineering review costs are greater, City will bill applicant for additional costs.
Note: See Article V of the <i>Branson West 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:
Branson West City Hall
110 SilverLadyLane
P.O. Box 2229
Branson West, MO 65737
(417) 272-3313