



CITY OF BRANSON
PLANNING & DEVELOPMENT
 110 W MADDUX ST, SUITE 215
 PHONE: (417) 337-8535
 FAX: (417) 334-2391

FOR OFFICE USE ONLY: Project No. _____
DATE & INITIALS: _____
PAYMENT TYPE: <input type="checkbox"/> CASH Receipt # _____
<input type="checkbox"/> CHECK # _____
<input type="checkbox"/> CREDIT CARD REF # _____
PUBLIC NOTICE DATE: _____
<u>TOTAL DUE PRIOR TO HEARING DATE</u>
PUBLIC HEARING DATE: _____ @ 7:30 PM

SUBDIVISION APPLICATION

Standard Subdivisions

Administrative

- Preliminary Subdivision (PPLT) \$605 Preliminary Subdivision Replat (PRPL) \$836 Condominium Split (COND) \$170
 Final Subdivision (FPLT) \$836 Final Subdivision Replat (FRPL) \$836 Minor Subdivision (MIRE) \$170

Applicant Name (Please Print): _____

Applicant Address: _____

Phone Number: _____ Fax Number: _____ Email: _____

Applicant requests that the condominium or minor subdivision plat submitted with this application be approved as required by the Branson Municipal Code for the following legally described property:

Street Address: _____

Condominium/Subdivision Name: _____

REQUIRED INFORMATION TO BE INCLUDED BEFORE APPLICATION WILL BE ACCEPTED

- Recent copy of the WARRANTY DEED/DEED OF TRUST.
- Three (3) paper copies of the proposed subdivision for Condominium Split and Minor Subdivision Applications.
 For all Standard Subdivisions, provide six (6) paper copies.

Restrictions: (Note: zoning WILL NOT supersede deed restriction(s), if any.)

- No deed restrictions
- A list of restrictions have been attached.

PROPERTY OWNER/AGENT INFORMATION

Cost associated with legal advertisement and neighbor notices shall be reimbursed to the City of Branson before an item can be considered at the Planning and Zoning meeting. Payment is due no later than one week prior to the scheduled meeting. If payment has not been received, the item may be withdrawn.

Owner's Name (Please Print): _____

Owner's Address: _____

Phone Number: _____ Fax Number: _____ Email: _____

Owner's Signature: _____

Printed Name: _____

Agent's Name (Please Print): _____

Agent's Address: _____

Phone Number: _____ Fax Number: _____ Email: _____

Agent's Signature: _____

Printed Name: _____



Planning & Zoning Commission / Board of Adjustment Application Notes

The applicant and/or representative MUST attend the meeting or the request will be postponed to the next regularly scheduled meeting.

- * A meeting schedule, which includes application submittal deadline dates, is posted on the Planning & Development Department homepage at www.bransonmo.gov or available upon request. No applications will be accepted if incomplete or submitted after deadline date.
- * The “applicant” is the person or persons making the request of the Commission.
- * The “owner” is the owner of the subject property.
- * The “agent” is anyone representing the applicant and/or owner.
- * The owner’s signature must be an **original** signature, not a photocopy or fax.
- * The legal description must be either a lot, block and subdivision description or a complete metes and bounds description.
- * For proof of ownership, attach a copy of the owner’s WARRANTY DEED or DEED OF TRUST. QUIT CLAIM DEEDS are not acceptable.
- * Site plans as requested must be accurate and to scale.
- * All building and structures must meet city adopted building codes and regulations. Please contact the Building Division, (417) 337-8547, for specifics.
- * Copies of the staff report and proposed resolution concerning your request will be available for pick up in the Planning Division office three (3) working days prior to the meeting.

The Planning Division, (417) 337-8544, will be glad to answer any questions you may have or put you in touch with other necessary City departments.

Subdivision Regulation Certification

By signing this document, I agree that I am in receipt of Sections 66-51 and 66-52 of the Branson Municipal Code pertaining to submission of public works elements and submission and approval of final plats, and have been made aware of the deadline dates for submittal of public works elements plans and final subdivision plats.

I understand that final subdivision plats **must** be submitted to the Planning & Development Department no later than thirty (30) days prior to the Planning & Zoning Commission meeting for which that item will be heard.

I understand that Public Works Elements plans **must** be submitted to the Engineering department a minimum of seventeen (17) days prior to the Planning & Zoning Commission meeting for which the final plat application will be heard. If the Public Works Elements plans are not submitted by the deadline listed below, the hearing for final subdivision plat may be postponed to the next regularly scheduled Planning and Zoning Commission meeting.

Signature

Date

Printed Name

Checklist for Submission of Preliminary and Final Plat

Include in all applications:

Five copies of the final plat 18x24

One copy of the plat 11x17

Preliminary Plat to include the following information:

- Proposed name of subdivision. (Cannot duplicate or too closely resemble names of existing subdivisions)
- Location of boundary lines that comprise the legal description of the property.
- Names and addresses of the developer and surveyor, engineer or landscape architect who prepared the plat.
- Scale of plat, one inch equals 100 feet. In unique situations due to an extremely large area, one-inch equals 200 feet may be used.
- Date and north point.
- Existing conditions on the proposed subdivision site and adjacent to the site within 200 feet of the legally described property lines.
- Locations, width and name of each existing or platted street or other public way, railroad and utility right-of-way, parks and other public open spaces, and permanent buildings within or adjacent to the proposed subdivision.
 1. All existing sewers, water mains, gas mains, culverts, or other underground installations within the proposed subdivision or adjacent thereto, with pipe size, grades and locations shown.
 2. Names of adjacent subdivisions and owners of adjacent parcels of unsubdivided land.
 3. Topography (unless specifically waived) with contour intervals of not more than five feet, refer elevation to USGS datum; also the locations of watercourses, floodplains, ravines, bridges, lakes, and wooded areas, approximate acreage, and such other existing features as may be pertinent on the site and adjacent to the proposed subdivision. In areas where grades are gentle, the city engineer may require a lesser contour interval.
 4. Special features (such as ponds, dams, steep slopes or unusual geology) or unusual history (such as former dumps, fill areas or lagoons) must be identified by the applicant. The applicant will be required to provide professional analysis of these conditions to address questions related to the proposed subdivision.

Proposed development.

- General location, width and name of proposed streets, roadways, alleys, pedestrian ways and easements. Street names shall not closely duplicate or resemble names of existing streets.
- The general location and character of all adjacent existing public utility lines, including sewers (storm and sanitary), water lines, and power lines.

- Layout, number and approximate dimensions of lots.
- Location and size of proposed parks, playground, churches, or school sites, other special uses of land to be considered for public use, or to be reserved by deed or covenant for the use of all property owners in the subdivision.
- Indication of any lots on which use other than residential is proposed.
- Off-site impacts of preliminary plats will be evaluated. The applicant may be required to furnish engineering studies of revised layouts in response to identified off-site impacts.
- A vicinity sketch (location map) at a legible scale showing the relation of the plat to surroundings as well as utility connections too remote to be shown on the preliminary plat.

Please remember that the approval of the preliminary plat does not constitute an acceptance of the subdivision, but is deemed to be an authorization to proceed with the preparation of the final plat. If approved, the preliminary plat shall be effective for a period of two years, unless reasonable progress has been demonstrated.

Date of Preliminary Plat Approval: _____

- Approval of public works elements (requirements attached)**

Final Plat to include the following information:

- Name of subdivision.
- Location by section, township, range, county and state, including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions of second order surveying accuracy. All calculations shall be furnished showing bearing and distances of all boundary lines and lot lines and the square foot area of each lot.
- Location of boundaries, including state plane coordinates and grid factor.
- Location of lots, streets, public highways, alleys, parks and other features with accurate dimensions in feet and decimals of feet, with the length and radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground. Dimensions shall be shown from all angle points and points of curve to lot lines.
- Lots shall be numbered clearly. If blocks are to be numbered or lettered, these should be shown clearly in the center of the block.
- Exact locations, widths, and names of all streets to be dedicated.
- Location and width of all easements to be dedicated.
- Boundary lines and description of boundary lines of any areas other than streets and alleys that are to be dedicated or reserved for public use.

- Building setback lines on front and side streets in residential areas, including dimensions.
- Name and address of developer and surveyors making the plat.
- Scale of plat (the scale to be shown graphically and in feet per inch), date and north point.
- Statement dedicating all easements, streets and other public property, properly signed and acknowledged by appropriate persons, surveyor's certification and other language as follows:
 - a. Legal description. An accurate legal description of the property being subdivided, including acreage.
 - b. Dedication.

The undersigned proprietors of the property described herein have the same to be subdivided in the manner shown on this plat and said property shall hereafter be known as _____.

It shall be sufficient description of the lots on this plat to hereafter designate the same by the number appearing near the center of the lots followed by the block number appearing near the center of the respective blocks followed by the words:

_____.

An easement or license is hereby granted to the City of Branson, Missouri, to locate, construct and maintain, and to authorize the location, construction, maintenance, or use of conduits, for all and any purpose, water, gas, and sewer mains, poles, wires, anchors and appurtenances thereto, or any or all of them over, under and along the strip of land outlined on this plat and designated "UTILITY EASEMENT" or "U.E."

An easement or license is also hereby granted to the City of Branson, Missouri, to locate, construct and maintain, and to authorize the location, construction, maintenance and use of surface drainage ways and installations, and underground drainage conduits and appurtenances for drainage purposes on, under and along the strips of land outlined on this plat designed "DRAINAGE EASEMENT" or "D.E."

Streets shown on this plat and not heretofore dedicated to public use are hereby so dedicated.

Building lines or setback lines are hereby established as shown on this plat and no building or portion thereof shall be built or otherwise located between this line and the lot or street line, designated B.L.

(PROPRIETOR'S INFORMATION)

In testimony whereof, the undersigned proprietors have hereunto set their hands this _____ day of _____, 20_____.

STATE OF MISSOURI
COUNTY OF TANEY

[PROPRIETOR'S SIGNATURE BLOCK INFORMATION, INCLUDING TYPED NAMES]

On this _____ day of _____, IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal at my office in said County and State and day and year last written above.

Notary Public

My Commission Expires: _____

(CITY OF BRANSON'S INFORMATION)

Approved by the Planning and Zoning Commission of the City of Branson, Missouri, this _____ day of _____, 20__.

Chairman

Approved by the Board of Aldermen of the City of Branson, Missouri, this _____ day of _____, 20__.

Ordinance No. _____

KAREN BEST, Mayor

LISA K. WESTFALL, City Clerk

DAVID H. MILLER, City Engineer

This plat prepared by:

Surveyor: _____

- Any signature shall have the corresponding name typed, printed or stamped beneath the signature.
- Minimum depth for residential lot shall be 75 feet.

- Corner lots for residential use shall not be less than ten feet wider than the average lot width in the block.
- Side lot lines of lots shall be approximately at right angles to street lines or radial to curved streets and highways.
- Double frontage lots should be avoided except where lots back on major streets and highways.
- Every lot shall relate to a street with adequate frontage for proper and safe vehicular access.
- Residential lots shall not face on arterial streets and should be minimized on collector streets.
- Setback or building lines shall be shown on all lots intended for residential use and shall not be less than the setback required by the zoning ordinances. On those lots that are intended for business use, the setback shall be at least that required by the zoning ordinance, or approval of a planned zoning district.
- Dedication of open space and public sites. (Residential)

When a final plat is submitted, public works elements plans shall be submitted to the City Engineer 17 days prior to the P&Z meeting on which the final plat is scheduled to be heard. Any public works elements plans turned in after the deadline may be delayed to the next scheduled P&Z meeting. The Planning and Zoning Commission will consider the final plat for approval after all public works elements plans have been certified by the City Engineer and Director of Public Works.

If you have questions regarding submittal of the public works elements plans, please contact the Engineering Department at 417-337-8559.

If you have questions regarding the submittal of the final plat application, please contact the Planning Division at 417-337-8544.