

City of St. Joseph

1100 FREDERICK AVENUE
Planning & C.D. Department
Planning & Zoning Division

ST. JOSEPH, MISSOURI 64501-2346
Telephone (816) 271-4648
Telefax (816) 271-4676

APPLICATION FOR APPROVAL OF MINOR SUBDIVISION PLAN for Commercial Development

Non-Refundable Filing Fee Must be Attached: \$1,050.00 PLUS \$25.00 per Lot

- A proposed minor subdivision to be known as _____
as designed by _____ dated _____, 20 _____
and described as follows: located in the ___ ___ 1/4, Section _____, T_____N, R_____W, number of
lots proposed _____, total acreage of tract _____ acres. **Legal Description of the Property
(unless lot and block) must be submitted digitally as well as written or typed.**
- The land is currently owned by: _____
by deed dated _____ and recorded in the Buchanan County Recorder of Deeds Book _____,
Page _____, and said land is free of encumbrances except for the following: _____

- On a separate sheet of paper, fully describe the activity for which you are applying for a Minor
Subdivision. Include any information that would be helpful. Please do not exceed one sheet of paper.

**THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF SAID MINOR SUBDIVISION PLAN BY THE CITY OF
ST. JOSEPH IN BELIEF THAT THE PLAN CONFORMS TO CHAPTERS 26 AND 31 OF THE CODE OF ORDINANCES.**

With the signing and submittal of this application, the property owner authorizes the City of St. Joseph to
enter onto the subject property to collect data and other information in order to accurately prepare reports
or other documentation for review by the City Council, City boards & commissions, and City departments.

- **Signature of Applicant:** _____
Print or type name: _____
Address of applicant: _____
Telephone number of applicant: _____
- **Signature of property owner or his/her legal representative:** _____
Print or type name: _____
Address of property owner or his/her legal representative: _____
Telephone number of property owner or his/her legal representative: _____

Items to be submitted with application:

1. ___ Staff approval of preliminary minor plat (see back).
2. ___ This completed application -- all sections must be completed or application will be deemed invalid.
3. ___ Non-refundable application fee \$_____ (\$1,050.00 + \$25.00/lot).
4. ___ One separate sheet of paper explaining intended use of property.
5. ___ Digital copy of legal description and DWG file (preferably e-mailed to the City Planner).
6. ___ Copies of Plan: one full size and one reduced to 11" x 17".
7. ___ Original Plan on Mylar: 3 required.
8. ___ Materials required on checklist (see back).

To be completed by City staff only: Present zoning of property: _____ Date appl. received: _____ Date fee received: _____ Amt. of fee: _____ Staff initial: _____
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