

# Administrative Application Processing Procedures

The following process shall apply to all administrative site plans, re-plats, lot combinations, lot-line adjustments, lot splits, and verification of surveys.

1. Staff review meetings are held every Monday morning of each calendar week. Review of your application at this meeting will constitute the “initial” review.
2. Allow 10 business days for processing, review, and receipt, of written correspondence.
3. Initial review of all above mentioned, application types shall be conducted on Monday mornings by the Department of Public Works.
4. A second review shall be conducted by the Department of Planning and Development.
5. Comments from both departments shall be combined into single staff letter forwarded to the applicant and/or representative as indicated on the application within 10 business days from the date of initial review.
6. If changes, additional information, and/or revisions are required, staff review will again begin at the Monday morning meeting and the applicant will be notified within 10 business days of any further action needed.

**CITY OF OZARK MISSOURI  
PLANNING & DEVELOPMENT DEPARTMENT**

**APPLICATION FOR:**

**Administrative Re-Plat**       **Administrative Lot Line Adjustment**  
 **Administrative Lot Split**       **Administrative Lot Combination**

**FEEES**

A one hundred twenty-five dollar (\$125.00) fee shall be paid for each application to cover the costs of processing and other administrative expenses.

**REQUIRED INFORMATION**

- \_\_\_\_\_ Application Form
- \_\_\_\_\_ Legal Description of Property and Street Address
- \_\_\_\_\_ Deed showing the Name of Person(s), Firm, or Organization holding title to the property
- \_\_\_\_\_ One 24x36 copy of Re-Plat of the property signed and sealed by a Professional Land Surveyor or a Survey of all property described by Meets and Bounds compliant with the Missouri Minimum Standards for Property Boundary Surveys that includes the following:

- (a) The site drawings shall be drawn upon 24" x 36" sheets with a one-half inch (1/2") clear border on the top, bottom, and right sides of the drawing, and a one and one-half inch (1- 1/2") clear border on the left side of the drawing.

Plan views shall be drawn to minimum scales of one (1) inch equals fifty (50) feet.

- (b) The area of each lot in square feet. If a lot is greater than 43,560 square feet, the acreage of the lot shall also be listed in addition to the square footage.
- (c) City of Ozark Geographic Reference System (GRS) Stations shall be used to base the survey on the Missouri Coordinate System of 1983, Central Zone. (City of Ozark GRS Station info can be acquired from the GIS Department.)
- (d) A table containing coordinates based on the Missouri Coordinate System of 1983, Central Zone for all of the following:

City of Ozark GRS Stations  
Public Land Surveyor Section Corners  
All Boundary Corners (existing and created)

- (e) All easements and rights-of-way, with the limitations of the easement rights stated on the survey.
- (f) Provide written verification on the re-plat that all existing utilities are located within recorded utility easements. Existing utilities are not required to be shown on the drawing.
- (g) The lots numbered in consecutive order. Plats with more than one block shall also be numbered in consecutive order. In the case of re-subdivision of lots in any block, the re-subdivided lots shall be designated alphanumerically using the original lot number and a letter in alphabetical order.
- (h) The setback lines as fixed by the zoning map or transportation plan and any other setback lines established by public authority.
- (i) The location of flood zones, if applicable.
- (j) The location of sinkhole rims, if applicable. Sinkhole rim locations shall also show setback lines of 25 feet.
- (k) After all approvals are made, the following copies will be required:
  - 2 Each 24" X36" Mylar (signed and notarized by the owner)
  - 2 Each 24" X36" paper copies (signed and notarized by the owner)
  - Any additional copies the property owner desires
  - 1 Each digital copy of the Re-Plat of Survey – The digital copy shall be provided as an AutoCAD dwg. File, complying with the following: Missouri Coordinate System of 1983, Central Zone (in US feet)

## **PROCESS**

Administrative Approval: Applications must be submitted by the end of the business day on each Tuesday in order to be reviewed the following Wednesday morning. Applications submitted later than Tuesday will be reviewed the following week. After staff review is completed the Director of Planning and Development shall have 10 business days to make a determination. If additional information and/or drawing revisions are required, the applicant will be notified.

Administrative Denial: If The Commission's representative(s) find that the criteria for approval cannot be met, these representatives shall deny the applicant's request.

Appeal and/or Variance: If an applicant wishes to appeal the representative's decision he/she may do so by following the city's appeal procedures. If the applicant must obtain a variance in order to receive an administrative approval, he/she may do so by following the city's variance procedures.

**LOCATION OF PROPERTY**

STREET ADDRESS \_\_\_\_\_  
SUBDIVISION \_\_\_\_\_  
LOT SIZE \_\_\_\_\_ SQUARE FEET/ACRES LOT # \_\_\_\_\_

**CURRENT USE**

CURRENT ZONING \_\_\_\_\_  
CURRENT USE \_\_\_\_\_

**REASON** FOR LOT SPLIT OR LOT COMBINATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IDENTIFICATION**

OWNER NAME & ADDRESS \_\_\_\_\_ TELEPHONE/FAX \_\_\_\_\_

LESSEE NAME & ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ENGINEER COMPANY OR SURVEY COMPANY \_\_\_\_\_ TELEPHONE/FAX \_\_\_\_\_

**WHERE DO WE FAX STAFF COMMENTS?**

NAME \_\_\_\_\_ FAX NUMBER \_\_\_\_\_  
TELEPHONE \_\_\_\_\_

NAME \_\_\_\_\_ FAX NUMBER \_\_\_\_\_  
TELEPHONE \_\_\_\_\_

The Applicants shall be responsible for the cost of all third party reviews. This shall include, but not limited to storm water reviews, traffic reviews and etc. The City of Ozark will be the sole determiner of the requirements for these reviews. The City of Ozark will issue and track invoices for these costs.

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

**CERTIFICATE OF APPROVAL  
BY THE CITY OF OZARK**

RE-PLAT \_\_\_\_\_ APPROVED UNDER ADMINISTRATIVE PROCEDURES  
PURSUANT TO SECTION 410.293 OF THE OZARK MUNICIPAL CODES, ON THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_\_\_. MISSOURI STATE STATUTES REQUIRE ALL  
SUBDIVISIONS OF LAND BE RECORDED AT THE OFFICE OF COUNTY  
RECORDER.

\_\_\_\_\_  
PLANNING AND ZONING CHAIRMAN

\_\_\_\_\_  
ADMINISTRATIVE REPRESENTATIVE

I, CHANDRA HODGES, CITY CLERK FOR THE CITY OF OZARK, DO ATTEST  
THAT THE SIGNATURES APPEARING HEREON ARE THOSE OF THE DULY  
AUTHORIZED INDIVIDUALS AS STATED.

\_\_\_\_\_  
CHANDRA HODGES, CITY CLERK

\_\_\_\_\_  
DATE

**COLLECTOR'S STATEMENT**

I HEREBY CERTIFY ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, THAT  
ALL TAXES OWED ON PARCEL # \_\_\_\_\_ . HAVE BEEN PAID.

\_\_\_\_\_  
COUNTY COLLECTOR

**IN RECORDER'S OFFICE**  
STATE OF MISSOURI  
COUNTY OF CHRISTIAN

I, \_\_\_\_\_, RECORDER OF CHRISTIAN COUNTY,  
DO HEREBY CERTIFY THAT THE WITHIN INSTRUMENT OF WRITING WAS AT  
\_\_\_\_\_ O'CLOCK AND \_\_\_\_\_ MINUTES, \_\_\_\_\_.M., ON THE \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 20\_\_\_\_, SUBMITTED FOR RECORD IN MY OFFICE AND  
DULY RECORDED IN THE RECORDS OF THIS OFFICE IN BOOK \_\_\_\_\_ AT  
PAGE \_\_\_\_\_.

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED  
MY OFFICIAL SEAL AT OZARK, CHRISTIAN COUNTY, MISSOURI, THIS \_\_\_\_\_  
DAY OF OFFICIAL SEAL AT OZARK, CHRISTIAN COUNTY, MISSOURI, THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
RECORDER

\_\_\_\_\_  
DEPUTY