



**County of Christian**

*Planning and Development*

1106 W. Jackson St.

Ozark, MO 65721

Fee Paid \_\_\_\_\_

Receipt # \_\_\_\_\_

Check # \_\_\_\_\_

MS # \_\_\_\_\_

**Administrative Minor Subdivision Application**

Owners Name \_\_\_\_\_

Owners Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email \_\_\_\_\_

Parcel Number \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Surveyor \_\_\_\_\_

**Request**

Under the provisions of Article 5, Sections 3 and 4 of the Subdivision Regulations for Christian County, Missouri, I \_\_\_\_\_ request that an administrative minor subdivision be approved in order to:

- Create \_\_\_\_\_ new metes and bounds described tracts of land for building permits and/or transfer of title without platting.
- Re-configure \_\_\_\_\_ property descriptions for building permits and/or transfer of title without platting (Lot Line Adjustment).

**Sufficient evidence must be submitted to the Planning and Development Administrator to support the request as required by the Subdivision Regulations in granting approval.**

**I the undersigned, authorize Christian County staff to conduct on-site inspections in order to ensure this site's compliance with provisions of the Christian County Zoning Regulations, Subdivision Regulations and the Christian County Building Codes.**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature of Owner(s)

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**FOR OFFICE USE ONLY**

Date Approved: \_\_\_\_\_

Date Denied: \_\_\_\_\_

\_\_\_\_\_  
Planning and Development Official



## What you need to apply for an Administrative Minor Subdivision

The Subdivision Regulations for Christian County define an Administrative Minor Subdivision as any division of unplatted land in which not more than three (3) tracts will be created, including any remainder proposed to be retained by the owner and which does not follow the preliminary / final plat procedure. The minor subdivision application will either be approved or denied within thirty (30) working days from the date of the submittal.

**PLEASE NOTE:** Your application, if approved, may result in a change in permitted land use. All applications will require review for compliance with current Christian County Zoning and Subdivision Regulations. In order to make the necessary investigations, Christian County staff will need to access the property under review to make certain determinations, including but not limited to: stormwater runoff, slope, location of geologic and physical features such as sinkholes, site distance and setbacks.

### You must submit the following applicable documents:

- A Property Boundary Survey indicating all easements of record which shall comply with the current Missouri Minimum Standards for Property Boundary Surveys and meet the requirements of the Subdivision Regulations.
- The permit application signed by the owner or legal representative. If a corporation if the property owner of record, please affix the corporate seal.
- A copy of the tax map which may be provided by the Planning and Development Department.
- A copy of the recorded deed of ownership including a complete legal description of the property to be subdivided.
- A driveway access permit must be attained for the subdivision from the applicable County Road District (or their designee), Special Road District or the Missouri Department of Transportation.
- The municipality's comment letter if the property lies within the Tier 1, 2, or 3 of the Urban Service Area adopted maps.
- Any additional information, material and documents necessary to determine compliance with all regulations of Christian County.
- Adopted fee per the adopted fee schedule. **NOTE: All fees are non-refundable.**  
Administrative Minor Subdivision      \$150.00  
Reconfiguration / Lot Line Adjustment \$ 75.00



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Telephone: (417) 581-7242  
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### **Minor-Subdivision Environmental Checklist**

**Owners Name** \_\_\_\_\_  
**Development** \_\_\_\_\_  
**Date of** \_\_\_\_\_  
**Inspection** \_\_\_\_\_

- Floodplain**
- Sinkhole / Geological Features and Physical Features**
- Setbacks**
- Easements – Overhead Electric (etc)**
- Over 6 Tracts Under 5 Acres Developed – (MDNR)**
- Digital Camera Photos**
- Driveway Access Available**

#### **Planning & Development Staff**

The evaluation for the above referenced property was completed utilizing both the best available data and on-site inspection. This evaluation does not, however, rule out the possibility that unmapped sinkholes or other geologic features may be present.

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*Planning & Development Staff*