

City of Marshfield Planning and Zoning Amendment Request Form

Please choose the box that describes your project/request for the Planning and Zoning Commission or the Board of Aldermen.

Project Type and Application Fee:

- Annexation = \$150
- Conditional Use Permit = \$25
- Special Use = \$25
- Planned Community Unit Development = \$25
- Preliminary Plat Pre-Application
- Preliminary Plat
- Final Plat = Lessor of \$1.00 per lot or \$75.00. Minimum Fee of \$25
- Home Occupation = \$25
- Rezoning Request = \$25
- Other _____

Information:

Applicant's Name _____

Applicant Address _____

Phone/Fax/Mobile _____

Project Location _____

Existing Use _____

Proposed Use _____

Existing Zoning _____ Requested Zoning _____

Proposed name of subdivision _____

The following property owner agrees to pay application fees x _____ (Owner)

Legal Description of Property (May be attached)

Interested Parties:

Property Owners _____

Surveyors/Engineers _____

Consultants/Attorneys _____

Date/Time and Signature received at City _____

Petition for Voluntary Annexation

I/We, the undersigned, petition the Board of Aldermen in the City of Marshfield, Missouri to annex the land described below into the city limits of the City of Marshfield and in support of this petition state the following:

1. That I/We am/are the owner(s) of all fee interest of record in the real estate in Webster County, Missouri described as:

2. That said real estate is not now a part of any incorporated municipality.

3. That said real estate is contiguous and compact to the existing corporate limits of the City of Marshfield, Missouri.

4. That I/We request said real estate be annexed to, and be included within the city limits of the City of Marshfield, Missouri as authorized by Section 71.012, RSMo.

5. That I/We shall publish notice of public hearing required by the City of Marshfield.

Required Enclosures:

1. Property Map
2. Letter of Intent
 - a. Letter should state the details outlining purpose of the zoning request.
3. Site Map
 - a. Project location
 - b. Total Ownership Area
 - c. Topography Map
 - d. Existing and proposed storm sewer and sanitary sewer
 - e. Easements: existing and proposed
 - f. Location of utility poles, fire hydrants and other structures
 - g. Parking lot scaled drawing
 - i. Including driveway approaches
 - h. Underground electric and telephone service

I/We, the undersigned, being of lawful age and upon my oath state and verify that I/We have reviewed the foregoing Petition for Voluntary Annexation, and that the request, matter, and facts set forth therein are true and correct to the best of my/our information and belief.

Signature

Signature

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public

My commission expires: _____

REQUIREMENTS FOR ANNEXATION

- _____ 1. Applicant must file an application and pay application fee of \$150.
- _____ 2. Applicant must provide (1) map with proposed annexed area (2) legal description (2) proposed use (4) identify City limit boundaries (5) provide the name and mailing address of all owners of the property to be annexed, to ensure that the petition is signed by all owners(6) identify adjoining properties with owner names and mailing addresses.
- _____ 3. Following application, Water and Sewer Department will review application for availability of water and sewer services.
- _____ 4. City Clerk will prepare and mail to the applicant a letter along with the Notice of Public Hearing for the Board of Alderman meeting. The Public Hearing and consideration of the Board of Aldermen will occur at a meeting between 14 and 60 days after the petition is received by the applicant. Notice will include date, time and place of hearing, proposed annexation, legal description of the property and approximate location by address.
- _____ 5. Applicant must take the notice to the Marshfield Mail to be published not less than 7 days before the hearing.
- _____ 6. Applicant must post a notice of annexation in a conspicuous place on the property of the proposed annexation.
- _____ 7. A Public Hearing will be held before the Board of Aldermen as published.
- _____ 8. Following the Public Hearing, the proposed annexation will appear on the agenda to be addressed by the Board of Aldermen.
- _____ 9. If approved by the Board, at the next meeting an ordinance will be on the agenda for final approval.
- _____ 10. Ordinance to be recorded with Webster County Recorder and three certified copies need to be given to the County Clerk.
- _____ 11. Notify all franchise holders with a copy of the ordinance and copy of a map.

Webster Electric Co-Op
P.O. Box 87
Marshfield, MO 65706

CenturyLink
100 CenturyLink Dr.
Monroe, LA 71201

Southern Missouri Natural Gas
1446 8th St.
West Plains, MO 65775

Missouri Department of Revenue
Taxation Division
301 W. High St., Room 330
Jefferson City, MO 65101

Fax – DOR Attn: Amber
573-522-1160 (include MO tax ID # if a business)

Statement of Understanding

By signing below, I, _____, certify that the information contained in this application is true and accurate to the best of my knowledge, and understand that a deliberate misrepresentation of information may be grounds for denial or reversal of this application, and/or revocation of any approval already awarded based on this application.

I also authorize City of Marshfield staff permission to view and enter the subject property for the purpose of reviewing and investigating this request.

I understand that submittal of this application and payment of the proper fees does not mean that approval of a request is imminent or guaranteed.

I understand that approval of this request does not qualify as, nor replace the necessity for proper permitting for the proposed project.

Signature of Applicant _____

Title _____

Printed Name of Applicant _____

Date _____

Supporting Documentation Checklist for Request

This document is to help you track your progress on the requested items by the Planning and Zoning Commission and/or Board of Aldermen. You should receive a checklist similar to this from the Building Inspector that has the required information marked in the corresponding box. Please contact the Building Inspector so that he/she can hear the scope of your proposal and send you a completed version of this checklist indicating the information you will need to provide for your project. Contact information for the City of Marshfield Building Inspector is located on the bottom of the next page.

Incomplete, inaccurate, or non-submittal of any of the above items may be grounds for rejection of the application, or denial of the request.

- A Project Site Map sheet which includes the following information (*more than one sheet may be used to include this information*):
 - Total ownership area
 - Accurate (to scale) map of the project area including its relationship to surrounding properties, existing topography, and key natural features
 - Existing and workable proposed grades (contour lines at two foot contour interval minimum) and surface drainage. Supplement the contour lines with spot elevations along drainage swales where necessary. If the project is adjacent to an existing improved street, elevation of the top of curb, road, and sidewalk shall be indicated at 50-foot stations. If the street and/or sidewalk is not existing, proposed elevations shall be shown.
 - Complete existing and proposed storm sewer, water and sanitary sewer information including pipe sizes, invert elevation of manhole, inlets, etc.
 - Property lines, building sizes, locations and distance between both existing and proposed
 - Location of all easements, existing or proposed
 - Location, type and size of all existing trees, utility poles, fire hydrants and other structures, etc., both on-site and in all street terraces adjacent to the site
 - Parking lot information:
 - A scaled drawing plot plan of 1" = 20' or larger of all on-site surface, structure or underground parking
 - Location of driveway approaches -- existing, proposed and adjoining rate of slope or grade or approaches and driveways
 - Indicate number, arrangement and size of parking stalls and drive aisles
 - Vehicular access to inner courts for emergency servicing of buildings
 - Pedestrian walks connecting buildings, other buildings, and on-site parking areas and with public sidewalks. (Walks should be kept separate from drive aisles and driveways.)
 - Underground electric and telephone service
 - Building/dwelling unit information:
 - Number of buildings per parcel
 - Number of dwelling units per building
 - Average square feet of lot area per dwelling unit provided
 - Usable open space per dwelling unit provided
 - Total usable open space provided

