



GREENE COUNTY PLANNING & ZONING
940 N BOONVILLE, ROOM 305
SPRINGFIELD, MO 65802
417-868-4005 PHONE 417-868-4175 FAX

Date Received: _____
Fees Paid: _____
Receipt # _____
MS# _____

ADMINISTRATIVE SUBDIVISION APPLICATION

PROPERTY OWNER INFORMATION

Owner's Name (Please Print): _____

Owner's Address: _____

Phone Number: _____ Fax Number: _____ Email: _____

REQUEST:

Under provisions of Article IV, Sections 13 and 14 of the Subdivision Regulations of Greene County, Missouri, I, _____ request that an Administrative 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.

Approve/Regroup _____ land descriptions for building permits and/or transfer of title without platting.

Sufficient evidence must be submitted to the Planning Director to support the request as required by the Subdivision Regulations in granting approval. Processes and reviews will take approximately 4 to 6 weeks.

Authorized Signature of Owner(s): _____ Date: _____

_____ Date: _____

ACKNOWLEDGMENT OF PROPERTY OWNER

STATE OF _____)

) SS.

COUNTY OF _____)

On this _____ Day of _____, in the year _____, before me, the undersigned notary public, personally appeared _____, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that he/she/they executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Notary Public

FOR OFFICE USE ONLY: Mylar Submitted Yes _____ No _____ Large _____ Small _____

What you need to know to apply for an Administrative Subdivision

PLEASE NOTE: Your application, if approved, may result in a change in permitted land use. All applications will require review for compliance with current Greene County Zoning and Subdivision Regulations. To make the necessary investigations, Greene County staff will need access to the property under review to make certain determinations, including but not limited to: stormwater runoff, slope, site distance, and setbacks. By signing and submitting this application for processing, the owner grants written permission for Greene County employees and their authorized agents to enter owner(s) premises and conduct all necessary investigations and tests to report the result of the on-site study to the Planning and/or Board of Zoning Adjustment or County Commission.

A number of other organizations and agencies may be given notice of your application for any review comments they may have. These organizations may desire access to the property to conduct any investigations, but the owner(s) signature does NOT grant permission for these other organizations to enter the property. Such non-county organizations will be required to make individual arrangements with the owner(s) for access to the property. All owner(s) should be aware that a delay in review by non-county organization or agency may result in delay in the process.

1. ALL property owner(s) of record MUST sign the attached application. **ALL SIGNATURES MUST BE NOTARIZED.** Planning and Zoning Office personnel will assist with completing information for the request.
2. If a corporation is the property owner of record, please affix corporate seal. **ALL SIGNATURES MUST BE NOTARIZED.**
3. **IMPORTANT:** All legal descriptions must be submitted in typewritten format on and 8 ½" by 11" sheet(s) of paper.(Applications without this legal description typewritten on a separate piece of paper may not be accepted.)
4. All Administrative Subdivision applications REQUIRE a SURVEY.
5. When a survey is submitted, the following is required:
 - a. Application fee of \$200.00 plus recording fees for Certificate of Approval. First page - \$24.00. Each Subsequent Page - \$3.00.
 - b. Survey Review Fee \$100.00 per lot, in addition to the application fee.
 - c. Legal description in typewritten format on 8 ½" by 11" sheet(s) of paper. (Application without this legal description typewritten on a separate piece of paper may not be accepted).
 - d. One (1) mylar copy of the survey, as well as three (3) paper copies of the survey.
 - e. Our office must record mylar copy with the Greene County Recorder's Office. The following recording fees are applicable: Mylars: 18" x 24" --\$44.00 or 24" x 36" --\$69.00.
6. All checks are made payable to "Greene County Treasurer".
7. A permanent number for your "Administrative Subdivision" will be issued with your receipt. Please refer to this number when making any inquiry about this project.
8. Multiple Department review process will take approximately **4 to 6 weeks**.
9. When approved document is recorded, a copy of Certificate of Administrative Subdivision will be mailed to owner(s).

NOTE: All fees are non-refundable.