



MINOR SUBDIVISION APPLICATION

715 W Mt. Vernon
PO Box 395
715 W Mt. Vernon
Nixa, MO 65714
417-725-5850
planning@nixa.com

Application Date: _____

File#: _____

APPLICANT INFORMATION

Name: _____ Phone #: _____

Mailing Address: _____
Street address City State Zip

Email : _____ Contact Person for Project: _____

Contact Phone: _____ Contact Email: _____

PROPERTY INFORMATION

General Location of Property _____

General size of property: _____(acres) Current Zoning of Property: _____

Desired action:

Remove Lot Line _____ Add Lot Line: _____ Total Number of Lots: _____

I/We, the undersigned applicant being either the owner of the subject property or a duly authorized representative of such owner(s), do attest to the truth and accuracy of the information provided with this application. I also hereby agree to reimburse the City for all costs associated with the provision of notice of public hearings necessitated by this application, including costs for certified mailing and publication in a local newspaper.

Applicant Signature: _____ Date: _____

REQUIRED DOCUMENTS TO BE SUBMITTED WITH APPLICATION (all digital submittals sent to planning@nixa.com)

- Ownership report (certified by a title company) Identifying owner(s) of all fee interests of record.
- Legal description(s) for all areas to be rezoned (Microsoft Word Format)
- Payment of Application fee in the amount of \$150
- Plat for the Minor Subdivision

TYPICAL PROCESS AND TIMELINE

Preparation Phase	Application received for staff review and preparation for hearings	- 30 Days
	Provide notice of hearing for publication in a local newspaper at least 15 days prior to hearing date.	
	Provide notice of hearing to all owners of real estate within 185 feet of subject property	
	Posting of notice of public hearing sign on the subject property.	
Hearing Phase	Public hearing before Planning & Zoning Commission	-20 Days
	Planning & Zoning Commission votes to approve or deny request.	

For questions regarding this application or the process described above, please contact the City of Nixa Planning and Development Department at 417-725-5850

NIXA.COM