

**APPENDIX**

**Greene County Subdivision Regulations**

**SURVEYOR’S DECLARATION**

KNOW ALL MEN BY THESE PRESENTS:

THAT I, \_\_\_\_\_, DO HEREBY DECLARE THAT THIS PLAT WAS PREPARED UNDER MY PERSONAL SUPERVISION FROM AN ACTUAL SURVEY OF THE LAND HEREIN DESCRIBED, PREPARED BY \_\_\_\_\_, DATED \_\_\_\_\_ AND SIGNED BY \_\_\_\_\_, L.S. NO. \_\_\_\_\_, AND THAT THE CORNER MONUMENTS AND LOT CORNER PINS SHOWN HEREIN WERE PLACED UNDER THE PERSONAL SUPERVISION OF \_\_\_\_\_, L.S. NO. \_\_\_\_\_, IN ACCORDANCE WITH THE CURRENT “MISSOURI MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS” AND THE SUBDIVISION REGULATIONS OF GREENE COUNTY, MISSOURI.

\_\_\_\_\_  
(NAME) (MO. L.S. NO.) (DATE)

*(Please note - the above Surveyor’s Declaration was submitted by the Ozark Chapter of MARLS.)*

**CERTIFICATE OF APPROVAL BY THE PLANNING BOARD**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the Planning Board of Greene County, Missouri.

\_\_\_\_\_  
Joel Binkley, AICP, Executive Secretary

**DEDICATION**

Said land has been subdivided as shown hereon. All streets, easements, and access limitations are relinquished and dedicated to the public.

In witness whereof, \_\_\_\_\_, and \_\_\_\_\_, (husband and wife/corporate officer/etc.) sole owners of the property described hereon, has caused this plat to be signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Signature) - Print name underneath line (Signature) - print name underneath line

\_\_\_\_\_  
(Title - if appropriate) (Title - if appropriate)

**(SEAL OF CORPORATION)**  
*(If no seal - add words NO SEAL adjacent to signatures)*

**ACKNOWLEDGMENT (NOTARY)**

STATE OF MISSOURI)

SS

COUNTY OF GREENE)

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally appeared \_\_\_\_\_, and \_\_\_\_\_, to me known, who duly sworn, did say that they are the president and secretary respectively of \_\_\_\_\_ corporation, a \_\_\_\_\_ (Missouri, etc.) \_\_\_\_\_ Corporation, and that the seal to be affixed to the foregoing instrument is the corporate seal of said corporation, and that the foregoing instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors, and that said \_\_\_\_\_ and \_\_\_\_\_ acknowledge said instrument to be the free act and deed of said corporation.

In witness whereof, I have hereunto set my hand and affixed my official seal at my office in Springfield, Greene County, Missouri, on the day and date first above written.

NOTARY PUBLIC \_\_\_\_\_

**(SEAL)**

(Signature)

PRINT NAME OF NOTARY PUBLIC \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

**(CONSULTING FIRM SIGNATURE BLOCK)**

*(Showing at a minimum - company name, address, and phone number)*

**FINISHED FLOOR ELEVATION TABLE**

Lot number	Sanitary Sewer	Stormwater

**DEVELOPMENT NOTES**

Total Area \_\_\_\_\_ (square footage/acres)

Total number of lots \_\_\_\_\_

Smallest lot # \_\_\_\_\_ / \_\_\_\_\_ square footage

Largest lot # \_\_\_\_\_ / \_\_\_\_\_ square footage

Preliminary plat name \_\_\_\_\_

Preliminary plat approved \_\_\_\_\_ (date)

*(If replat - include date of final plat recording)*

Current Zoning \_\_\_\_\_ (R-1/R-2/etc.)

*(If mixed zoning - label which lots are in which district)*

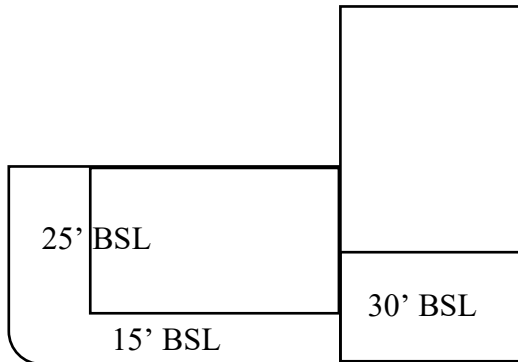
Source of Title \_\_\_\_\_ - \_\_\_\_\_ (Book and Page)

## EXAMPLES OF NOTES

1. No plantings or obstructions other than mail boxes permitted within the limits of any right-of-way or drainage easement.
2. No fences or obstructions to be built within drainage easements.
3. No structures are to be built between right-of-way line and building setback line.
4. **Residential Structure Setbacks:**  
Front: 25 feet                              Side adjacent to street (*if street intersection lot*): 15 feet  
Rear: 25 feet                                Side: 6 feet  
(Or as shown, when greater than minimum established by Zoning Regulations)
5. Detached accessory structures must be located in compliance with the Zoning Regulations for the district.
6. Direct access to \_\_\_\_\_ from lot(s) \_\_\_\_\_ - \_\_\_\_\_, inclusive, is prohibited.
7. Maintenance of any area referred to as a \_\_\_\_\_ (sewer/utility/etc.) easement, drainage easement, or detention area is the responsibility of the property owner.
8. Sidewalks to be constructed on the \_\_\_\_\_ side of \_\_\_\_\_;  
\_\_\_\_\_ side of \_\_\_\_\_;  
\_\_\_\_\_ side of \_\_\_\_\_; etc.
9. As indicted on FEMA Firm Panel \_\_\_\_\_ of \_\_\_\_\_, the above described parcel does not lie within a flood hazard area.
10. Lot corner pins are \_\_\_\_\_ (size) \_\_\_\_\_ (material) with \_\_\_\_\_ (cap types) \_\_\_\_\_, marked \_\_\_\_\_ (surveyors name & number).
11. **LEGEND** (example)  
LS \_\_\_\_\_ 5/8" iron pin set                      ●  
Pin Found    ○  
Permanent Monument                              ⊕  
Building Setback Line                              Bldg S/B line or BSL
12. Rear yard setbacks are shown for residential structures only. Detached accessory structures may be located closer to property lines in compliance with the Zoning Regulations and outside of easements.
13. (*If streets are private*)  
In addition to other easements shown or described, all areas designated as street right-of-way shall be dedicated as utility easements.
14. (*If streets are private*)  
Maintenance of private streets are the responsibility of the Homeowner's Association.
15. (*If common area*)  
Maintenance of any area(s) designated as common area are the responsibility of the Homeowner's Association.
16. Centerline bearing of street is same as adjacent lot line.
17. Side lot lines with bearing are parallel with the side lot lines of adjacent lots.
18. No building permits will be issued on lots \_\_\_\_\_, \_\_\_\_\_, etc., (*as designated by the County Stormwater Engineer*) until storm drainage improvements are completed and approved by the County.

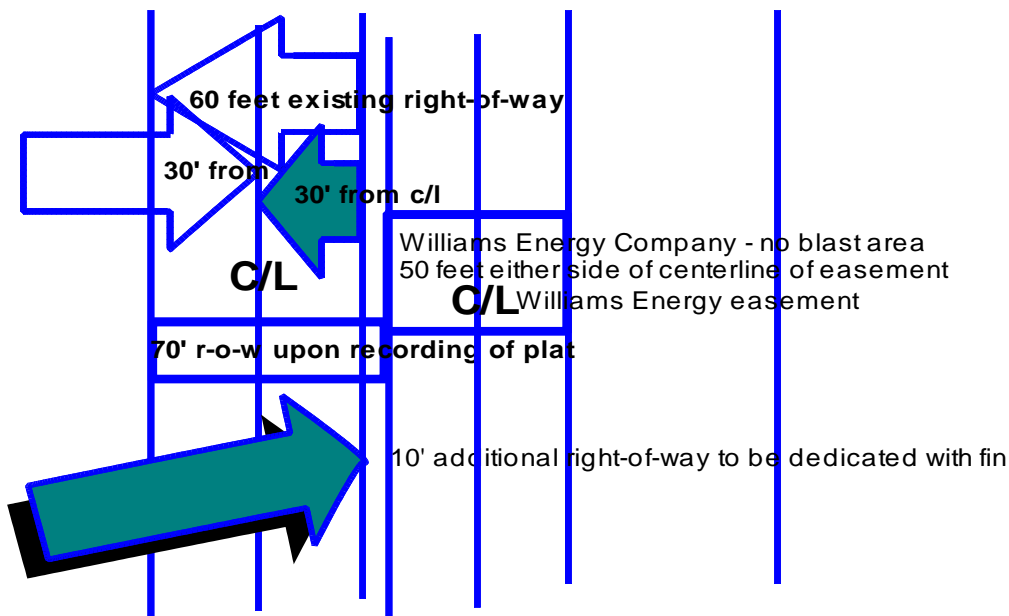
- 19. **Benchmarks:** City Benchmark No. D-30 @ Parkhill & Farm Road 182, City of Springfield aluminum plate cemented into top of concrete curb one (1) foot south of south end of radius at southeast corner of intersection. Elevation = 1241.87.
- 20. The lots on this plat are subject to the terms of a Security Agreement. This agreement gives the County the right to withhold building permits if the required public improvements are not completed within time frame shown in security agreement following the date the plat is recorded.

**CORNER LOT LINE/REAR LOT LINE DRAWING**



Corner lot with side yard abutting front yard on adjacent lot

**RIGHT-OF-WAY LABELING DRAWING**



**Greene County Planning & Zoning Division**  
**SKETCH PLAN SUBMITTAL FORM**

Development Name: \_\_\_\_\_

Location: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Date of plan submittal: \_\_\_\_\_ Submittals: \_\_\_ 5 paper copies \_\_\_ pdf file

Proposed Water Supply: \_\_\_\_\_ Proposed Wastewater Disposal facilities: \_\_\_\_\_

Acreeage of development: \_\_\_\_\_ Number of lots proposed: \_\_\_\_\_ Existing Zoning District(s): \_\_\_\_\_

**OWNER(S) OF RECORD** (Recorded owner(s) of the property must sign this submittal form – submit copy of recorded deed)

**SURVEYOR:**

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number:

\_\_\_\_\_  
Email:

\_\_\_\_\_  
Email:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
**DEVELOPER:**

\_\_\_\_\_  
**ENGINEER:**

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number:

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\_\_\_\_\_

**Greene County Planning & Zoning Division  
PRELIMINARY PLAT SUBMITTAL FORM**

Subdivision Name: \_\_\_\_\_

Location: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Date of Submittal: \_\_\_\_\_

Submittals: \_\_\_ 5 paper copies \_\_\_ pdf file \_\_\_ Fees \_\_\_ 2 Engineer Reports

Sketch Plan reviewed (date and file number) \_\_\_\_\_

Acreeage of development: \_\_\_\_\_ Number of lots proposed: \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Number of property owners within 500' of property boundary: \_\_\_\_\_

**OWNER(S) OF RECORD** (Recorded owner(s) of the property must sign this submittal form – submit copy of recorded deed)

**SURVEYOR:**

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number:

\_\_\_\_\_  
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Telephone Number:

Email:  
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Email:  
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Signature:  
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Signature:  
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**DEVELOPER:**

**ENGINEER:**

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
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Telephone Number:

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Signature:  
\_\_\_\_\_

**Greene County Planning & Zoning Division  
FINAL PLAT SUBMITTAL FORM**

Subdivision Name: \_\_\_\_\_

Final Plat Name: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Date of plan submittal: \_\_\_\_\_ Submittals: \_\_\_ 5 paper copies \_\_\_ pdf file \_\_\_ Fees

Number of lots in this phase: \_\_\_\_\_ Date previous phase of development recorded: \_\_\_\_\_

**OWNER(S) OF RECORD** (Recorded owner(s) of the property must sign this submittal form – submit copy of recorded deed)

**SURVEYOR:**

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number:

\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number:

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Email:

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Signature:

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Signature:

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**DEVELOPER:**

\_\_\_\_\_  
**ENGINEER:**

\_\_\_\_\_  
Address:

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Address:

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Telephone Number:

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**Greene County Planning & Zoning Division**  
**CONSTRUCTION PLANS SUBMITTAL FORM**

Subdivision Name: \_\_\_\_\_

Preliminary Plat Name: \_\_\_\_\_

Location: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Date of plan submittal: \_\_\_\_\_ Submittals: \_\_\_ Fees \_\_\_ 1 copy of Final Plat  
\_\_\_5 sets Paving and Drainage plans \_\_\_5 sets Sanitary Sewer plans \_\_\_5 Stormwater Management Plans

**OWNER(S) OF RECORD** (Recorded owner(s) of the property must sign this submittal form – submit copy of recorded deed)

**SURVEYOR:**

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number:

\_\_\_\_\_  
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Telephone Number:

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Email:

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Email:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Signature:

**DEVELOPER:**

**ENGINEER:**

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Address:

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Telephone Number:

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Signature:

\_\_\_\_\_  
Signature:



**NOTE: In order to file for a Security Agreement, a Security Agreement Form and Exhibit A Form must be picked up from the Resource Management Department.**

Greene County Resource Management  
**SECURITY AGREEMENT**  
Transmittal Form

**From:**

\_\_\_\_\_  
(Name of lending institution)

\_\_\_\_\_  
(Name of lending officer)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone number)

\_\_\_\_\_  
(Fax number)

**To:**

**Greene County Planning Division  
Attn: Plat Coordinator  
940 N. Boonville Ave., Room 306  
Springfield, MO 65802  
417-868-4005 (telephone number)  
417-868-4808 (fax number)**