



SUBDIVISION APPLICATION

STAGE OF DEVELOPMENT

Preliminary Plat Final Plat Amendment Reversion

APPLICANT / DEVELOPER

Name
Mailing Address
Contact Person
Phone Fax
Email

PROPERTY OWNER (if different than applicant)

Name
Mailing Address
Contact Person
Phone Fax
Email

PROJECT ENGINEER

Name
Mailing Address
Contact Person
Phone Fax
Email

PROPERTY INFORMATION

Assessor's Parcel #(s)
Township Range Section
Subdivision Name
Unit #
Address/Location
Number of Lots Proposed
Total Site Acreage
Proposed Access

CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Planning and Zoning Department access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.

Signature of Applicant

Date

Signature of Property Owner (if not the applicant)

Date

OFFICE USE ONLY

Received By Date
Receipt # Fee
Subdivision#
Related Subdivisions

COMMISSION ACTION

Approved with Conditions (see attachments) Denied
Chairman Date

BOARD ACTION

Approved with Conditions (see attachments) Denied
Chairman Date





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## **Guidelines for Submitting a Subdivision Application**

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### **SUBMITTAL CHECKLIST**

Pre-application meeting with a staff planner in the Planning and Zoning Department.

A non-refundable filing fee.

A typewritten list of names and addresses of all the property owners within 300 feet of subject property.

15 copies of the proposed subdivision plat, forms, maps, and other documents as prescribed by the Commission.

An 11"x17" copy of the plat map.

### **FEES**

Preliminary Plat:                 \$500.00 plus \$10 per lot

Final Plat:                         \$500.00 plus \$10 per lot

There is a fee of \$10 per lot within the subdivision for each additional time the subdivision must be checked because of plat errors in closing.

Reversion to acreage:           \$300.00 plus \$5 per acre

### **APPLICATION SUBMITTAL**

A person proposing a regular subdivision shall submit an application to the Planning and Zoning Director. The application shall include a minimum of 15 copies, those forms, maps, plans, and other documents as prescribed by the Commission as necessary to:

- 1) Identify the applicant and owner(s) of the parcel proposed to be subdivided
- 2) Confirm the owner's authorization for submittal of the application
- 3) Indicate significant topographical features of the subdivision site and surrounding area
- 4) Indicate the site's relationship to adjacent development
- 5) Depict the nature and scope of the proposed subdivision and associated development, and
- 6) Show how the subdivision complies with applicable provisions of this Ordinance.

The applicant shall also submit the fee prescribed for the type of application by the Board of Supervisors.