

SUBDIVISION APPLICATION

Contact Information:

Property Owner:

Name(s)

Mailing Address

City, State, Zip

Phone

Email

Agent/Applicant (If Different Than Property Owner):

Name

Mailing Address

City, State, Zip

Phone

Email

Property/Request Information:

Request: _____ Sketch Plat
 _____ Major Subdivision
 _____ Minor Subdivision
 _____ Replat
 _____ Subdivision Variance
 _____ Vacation of ROW/easement

Property Address/Location

Property Zoning

Number of existing and new lots proposed

Name of Subdivision

APPLICATION CHECKLIST:

| | | | |
|-------------------------------|--------------------------|---|----------------------------|
| Applicant Checks Boxes | <input type="checkbox"/> | Completed Application Form | City Staff Verifies |
| | <input type="checkbox"/> | Agent Letter (If Applicable) | |
| | <input type="checkbox"/> | Filing Fee - \$300 (Major Subdivision); \$100 (Minor Subdivision/Replat); \$350 (Subdivision Variance) + Recording Fee (\$44 or \$69) | |
| | <input type="checkbox"/> | Improvement Plans (Final Plats only; 1 paper copy and pdf version) | |
| | <input type="checkbox"/> | Plat (5 paper copies and pdf version) or Vacation Exhibit | |
| | <input type="checkbox"/> | Letter of Request (Subdivision Variance only) | |
| | <input type="checkbox"/> | | |

OFFICE USE ONLY:

| | | |
|------------------|-------------------|------------------|
| Case No: | DRC Meeting Date: | PC Hearing Date: |
| Submission Date: | Advertise By: | CC Hearing Date: |

