



**FOR PLANNING USE ONLY**

Case #: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Application Fee: \$ \_\_\_\_\_  
Review Type:  
Admin CPB BZA

**SUBDIVISION APPLICATION  
(PRELIMINARY AND FINAL)**

Date Filed \_\_\_\_\_

1. Please check one:  Preliminary  Final  Combined

2. Name of Subdivision: \_\_\_\_\_

Location: City \_\_\_\_\_ County \_\_\_\_\_ Township \_\_\_\_\_

Section \_\_\_\_\_ Town \_\_\_\_\_ Range \_\_\_\_\_

3. Subdivision Development Team:

a. Name of Owner: \_\_\_\_\_

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

b. Name of Developer: \_\_\_\_\_

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

c. Name of Engineer: \_\_\_\_\_

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

4. Subdivision Plan:

a. Please check one:  Commercial  Residential  Industrial  Mixed use

b. Date when construction will start \_\_\_\_\_

c. Total Area \_\_\_\_\_

d. Area subdivided in lots \_\_\_\_\_

e. Area in streets \_\_\_\_\_

f. Typical lot width \_\_\_\_\_ depth \_\_\_\_\_

g. Lineal Feet of Street: Major \_\_\_\_\_ Minor \_\_\_\_\_

h. Area dedicated for public purposes \_\_\_\_\_

i. Number of Lots: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

j. Area reserved for: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

- k. Will dwelling be built on each residential lot before the lot is sold? \_\_\_\_\_
- l. Zoning Classification of the area, if any: \_\_\_\_\_
- m. Are any changes in zoning proposed? \_\_\_\_\_
- n. Are public utilities available in the area? \_\_\_\_\_  
Sanitary Sewer \_\_\_\_\_ Water \_\_\_\_\_ Storm Drainage \_\_\_\_\_
- o. Is any part of the plat within the area flooded in the 1913 flood? \_\_\_\_\_
- p. Are map elevations based on sea level datum? \_\_\_\_\_
- q. Landowners Association? \_\_\_\_\_
- r. Covenants/Dead restriction? \_\_\_\_\_

5. Typical Dwelling:

Stories \_\_\_\_\_ Rooms \_\_\_\_\_ Size \_\_\_\_\_

Garage: Attached \_\_\_\_\_ Detached \_\_\_\_\_ None \_\_\_\_\_

6. Applicant Name \_\_\_\_\_

Applicant's Status (*attach proof of ownership or agent authorization*)

Owner    Agent (*agent authorization required*)    Tenant (*agent authorization required*)

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

Email \_\_\_\_\_

**I/WE CERTIFY AND ACKNOWLEDGE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-applicant

\_\_\_\_\_  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name of co-applicant

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing application is acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, who is/are personally known to me, or who has/have produced \_\_\_\_\_ as identification.

NOTARY SEAL \_\_\_\_\_

Signature of Notary Public, State of \_\_\_\_\_

# Application Check List

Please review for completeness

## ITEMS TO BE SUBMITTED:

- Subdivision Application Preliminary/Final Plat or both if submitting combined review.
- Agreement to extend 30-day approval period.
- 12 copies of Preliminary Plats (1 copy 8.5x11 scaled, 11 copies 18x24 scaled)  
7 Copies of Final Plats (1 copy 8.5x11 scaled, 6 copies 18x24 scaled)
- Proof of ownership or Owner Affidavit.
- Zoning and Engineering review fees (must be submitted with the application).
- Preliminary Plat: \$300 + \$10/lot - -(plan.) + \$750 (eng.) Final Plat: \$750 (eng.)
- Plats shall comply with 1205.02 of the subdivision regulations.