

Minor Subdivision Checklist

form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items listed below, see code section 16.20.110(a) for more information.
- On this checklist, check off items included in the application and shown on the drawings.

| SUBMITTAL REQUIREMENTS | |
|------------------------|--|
| | One paper copy of all submittal items |
| | Digital copy (PDF) of all submittal items |
| | Land Use application form, completed & signed |
| | This checklist – check off all items submitted and drawing requirements that have been met |
| | Application fee |
| | Cost reimbursement agreement |
| | 30-day requirement signed waiver |
| | Title commitment |
| | Mineral rights affidavit |
| | Minor subdivision plat (see Drawing Requirements below) |
| | Site development plan |
| | Project narrative |
| | “Clean” final plat for addressing (after approval) |

| DRAWING REQUIREMENTS | |
|----------------------|--|
| | 24” x 36” sheet, unless other size is approved |
| | Title of project |
| | North arrow |
| | Written & graphic scale |
| | Vicinity map |
| | Date of preparation |
| | Name of person or firm that prepared drawing |
| | Legal description |
| | Basis of bearing |
| | Name/address/phone for: |
| | - Owner(s) |
| | - Applicant (if not the owner) |
| | - Designer(s) |
| | - Engineer(s) |
| | - Surveyor(s) |

| DRAWING REQUIREMENTS (continued) | |
|----------------------------------|---|
| | Total acreage of subdivision |
| | Bearings, distances, and curve information for the perimeter and all lots, blocks, ROW’s, and easements |
| | Excepted parcels note |
| | Lot and block numbers |
| | Existing and proposed ROW |
| | Existing and proposed street names |
| | Existing and proposed easements |
| | Location and description of monuments |
| | Floodplain boundary |
| | Signature blocks for: |
| | - Registered land surveyor |
| | - Owners and mortgagees |
| | - PC, BOT, Town Clerk, County Clerk & Recorder |
| | - Utility providers |
| | - Certification of ownership and dedications |

REVIEW PROCESS

The following is a general description of the steps involved in processing your Minor Subdivision with an estimate of the time required. NOTE: PC means Planning Commission, BOT means Board of Trustees.

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|---|---|
| Step 1: Pre-application conference | Applicant may request conference before submitting the application. |
| Step 2: Application submittal at least 45 days before PC hearing | The Town Office reviews the application for completeness. |
| Step 3. Certification of completeness | The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation. |
| Step 4: Referral of application | Town Office refers application to parties of interest |
| Step 5: Staff review | Staff reviews the application then prepares and sends comments to the applicant |
| Step 6: Applicant addresses Staff comments. | |
| Step 7: Staff reviews revisions and prepares recommendations | Staff provides PC and BOT recommendations within 5 days. PC and BOT have 20 business days to object in writing to staff recommendation. |
| Step 8: If PC or BOT objects, the application follows the final plat process. | |
| Step 9: IF PC or BOT does not object, the applicant proceeds to recording. | Applicant provides the Town the original and one (1) reproducible mylar. |
| Appeal, if needed | Appeals can be filed 15 days after BOT decision |

CRITERIA FOR APPROVAL SUMMARY

A minor subdivision has the same criteria for approval as a final plat. For the full text of the criteria, see code section 16.20.100(c)

| | |
|--|---|
| | Final plat conforms to preliminary plat and conditions. |
| | Substantially complies with Title 17 standards. |
| | All technical standards have been met. |

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

BOT hearing: _____

Recording date: _____