

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.

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: _____