

Subdivision Complete Application Checklist

(Preliminary Plat)

1. Electronic application form submitted through the on-line application portal that clearly indicates the type of application, property address, applicant information, and other pertinent information.
2. Submission of a preliminary plat (see attached checklist for minimum requirements) and other drawings and documentation conforming to the requirements of Section 18.10.030, technical reports in accordance with Section 18.10.050, supplementary materials as required by this Title and mailing labels (if required) for notifications, including a copy of all plans in PDF format.
3. Authorization for application submittal from the property owner and, if applicable, authorized agent, in the form of an owner 's affidavit.
4. Application fees set forth in the adopted fee schedule:
 - a. Minor Subdivision (up to 2 lots) \$990.00
 - b. Major Subdivision (> 2 lots) \$1640.00
 - c. Additional Fees:
 - i. Geology Assessment \$200.00
 - ii. Prepaid Engineering \$90.00 per lot

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Subdivision Complete Application Checklist

(Final Plat)

1. Electronic application form submitted through the on-line application portal that clearly indicates the type of application, property address, applicant information, and other pertinent information.
2. Submission of a final plat and other drawings and documentation conforming to the requirements of Section 18.10.040 (see attached checklist), technical reports in accordance with Section 18.10.050, and subdivision improvement plans as required in Chapter 18.14, including a copy of all plans in PDF format..
3. Authorization for application submittal from the property owner and, if applicable, authorized agent, in the form of an owner 's affidavit.
4. Application fees set forth in the adopted fee schedule:
 - a. Agency Review \$535.00

Final Plat Completeness Review Checklist

	<u>Does the application include:</u>
	Clear indication of the type of application, property address, applicant information (18.08.060.A.1)
	Authorization for application submittal from the property owner or authorized agent (18.08.060.A.2)
	<u>Does the Final Plat include:</u> (18.10.040)
	Title block with the approved name of the subdivision
	A legend defining all lines and symbols used on the plat
	Address, section, township and range, municipality and county
	Name and addresses of the owner, applicant, and engineer/surveyor
	Date of preparation
	North arrow and scale (no less than 1" = 100')
	Location of project benchmark tied to the County Land Survey system
	The lengths of lot lines and boundary lines shall be shown as decimals of a foot with a precision of 0.00'
	Accurate angular and lineal dimensions for all lines, angles and curves used to describe boundaries, streets, alleys, easements, areas to be reserved for public use and other important features. Boundaries, lots and streets shall be shown as solid lines, with outside subdivision boundary lines indicated as a heavier, more substantial line than lot, street and easement lines. Easements shall be shown as dashed lines.
	All curve data, including radii, internal angles, points and curvatures, tangent bearings and length of all arcs, identified at correct location or in a curve table.
	Lot addresses and approved street names and numbers
	The clearly labeled point of beginning.
	Location (with centerline control, matching the County's record data), width, names of all existing streets within 200' of the subdivision
	Other public ways, railroad/utility rights of way, parks and other open spaces
	The dimensioned relationship between existing and proposed utility easements with proposed lot lines. Include recording reference(s) of existing easements and provide a utility approval line for proposed easements
	Location of all wells and/or reservoirs in or within 100' of the subdivision boundary
	Existing sewers, water mains, culverts in or within 100'; showing pipe sizes, manholes, etc.
	Recording information of adjoining subdivisions. Ownership with parcel identification numbers of adjoining lots and parcels.
	Existing and proposed realignment of ditches, canals, natural drainage channels, and open waterways
	Contours at vertical intervals of not more than two feet
	The accurate location of all survey monuments and fire hydrants to be installed shown by the appropriate symbol.
	The layout of proposed streets, crosswalks, alleys, including location, widths and other dimensions
	Street cross-sections (existing and proposed) which may be on a separate sheet
	The layout, numbers and dimensions of lots in compliance with the underlying zone
	Accurate outlines and legal descriptions of parcels to be dedicated or temporarily reserved for public use or set aside as common area
	Building setback lines
	Preliminary stormwater plan or method
	The dedication to the municipality through an appropriate dedication statement
	Evidence of any agreements with adjacent property owners relative to drainage, easements, protection strips and improvement bonds (if applicable)
	<u>Does the Boundary description include:</u>
	A caption with reference to current vesting deed(s), location by Quarter Section, Township & Range, Base & Meridian, and if applicable -existing lot(s) and subdivision(s)
	A survey tie to an existing Public Land Survey monument, or a recognized street or subdivision monument.
	All necessary bearings, distances and curve data to complete the description and provide a mathematical closure of 0.01' (one hundredth) of a foot or less.
	Narrative (bound) calls to and along adjoining subdivisions, parcels, streets, and rights of way as necessary to define the intent of the description.

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Subdivision Complete Application Checklist

(Preliminary and Final Plat Combination)

1. Electronic application form submitted through the on-line application portal that clearly indicates the type of application, property address, applicant information, and other pertinent information.
2. Submission of a preliminary and final plat (see attached checklist for minimum requirements) and other drawings and documentation conforming to the requirements of Section 18.10.030, technical reports in accordance with Section 18.10.050, and subdivision improvement plans as required in Chapter 18.14, including a copy of all plans in PDF format.
3. Authorization for application submittal from the property owner and, if applicable, authorized agent, in the form of an owner 's affidavit.
4. Application fees set forth in the adopted fee schedule:
 - a. Minor Subdivision (up to 2 lots) \$990.00
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