

# APPLICATION FOR MINOR SUBDIVISION PRELIMINARY PLAT for Residential Development

## Application Check List for Minor Subdivisions for Residential Development

The following must be submitted prior to the application deadline. Otherwise, the application will be deemed incomplete and may result in unnecessary delays: (Please ✓ when complete)

- | Planning Staff Check:                                                                   | Planning Staff Check:                                                        |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 1. ___ Tract Boundaries (Traverse) ..... <input type="checkbox"/>                       | 14. ___ Adjacent Parcel – Street – Sewer info ..... <input type="checkbox"/> |
| 2. ___ North Arrow..... <input type="checkbox"/>                                        | 15. ___ ..... <input type="checkbox"/>                                       |
| 3. ___                                                                                  | 16. ___ Lot Layout/dimensions ..... <input type="checkbox"/>                 |
| 4. ___ Subdivision Name..... <input type="checkbox"/>                                   | 17. ___ ..... <input type="checkbox"/>                                       |
| 5. ___ Legal Description..... <input type="checkbox"/>                                  | 18. ___ Paid Receipt for Filing Fee ..... <input type="checkbox"/>           |
| 6. ___ Scale ..... <input type="checkbox"/>                                             |                                                                              |
| 7. ___ Location Map (Show Adjacent Owners/Subdivisions)..... <input type="checkbox"/>   |                                                                              |
| 8. ___ Existing Topography 2' Contours – USGS Datum)..... <input type="checkbox"/>      |                                                                              |
| 9. ___ ..... <input type="checkbox"/>                                                   |                                                                              |
| 10. ___ Proposed sanitary sewers/water main locations ..... <input type="checkbox"/>    |                                                                              |
| 11. ___ ..... <input type="checkbox"/>                                                  |                                                                              |
| 12. ___ ..... <input type="checkbox"/>                                                  |                                                                              |
| 13. ___ The following information completed and signed by the Customer Assistance Dept. |                                                                              |

Please note any delinquencies or items due:

Real Estate Taxes: \_\_\_\_\_  
 Sewer Service: \_\_\_\_\_  
 Special Assessments: \_\_\_\_\_  
 Other City debt: \_\_\_\_\_

Personal Property Taxes: \_\_\_\_\_  
 Weeds or Demolition: \_\_\_\_\_  
 Business License: \_\_\_\_\_  
 Completed by Customer Services Representative: \_\_\_\_\_  
 Date completed: \_\_\_\_\_

This application is complete, all items having been received and checked by Planning Staff.

\_\_\_\_\_ (Planning Staff Signature) \_\_\_\_\_ (Date signed)

Once the application is deemed complete by the Planning Staff, it will be forwarded to the Director or his/her designee for approval or denial of the preliminary plat.

This minor subdivision preliminary plat has been reviewed by the Assistant City Planner, who has made the following determination:

- APPROVED** – The minor subdivision may now proceed to final plat stage with submission for approval from the Planning Commission.
- CONDITIONALLY APPROVED** – The minor subdivision may now proceed to final plat stage with submission for approval from the Planning Commission. Recommended conditions are:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- DENIED** – for the following reasons:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Planner Date