



SUBMITTAL CHECKLIST PRE-APPLICATION CONFERENCE - SUBDIVISION

Activity No. _____ **OFFICE USE**

Reviewed By _____ Date _____

*This checklist shall be completed by the applicant and **must** accompany a complete application form. Failure to submit all required information may delay the review of the application.*

- Signed application form
- Application fee \$ _____
- PDF of complete submittal package: CD/Flash Emailed
- Proof of ownership: Deed Current title policy commitment
- Statement of Authority, if required
- Vicinity map
- Legal description: Attached On application form
- List and 2 sets of mailing labels with names and mailing addresses of all adjacent property owners *(for public notice purposes)*
- Written narrative / description of subject site and proposed subdivision concept including any relevant special features and characteristics of the property and proposed subdivision
- Conceptual plan, drawn to scale. Plan should be as detailed as possible. Applicant is encouraged to include the following information, as applicable:
 - Scale Proposed subdivision name and number of filings
 - North arrow
 - Location and dimensions of all existing and recorded streets, alleys, easements, section lines, improvements, and other important features within and adjacent to the proposed subdivision tract
 - Water bodies, drainages, and ditches Wetlands, floodplain, and steep slopes (>30%)
 - Topography (may be USGS 7.5' map) Zoning of subject and adjacent property
 - Layout subdivision streets Number, approximate size, and layout of proposed lots
 - Gross acreage of subdivision tract, excluding existing dedicated public right-of-way
 - Location and area of any multi-family residential, commercial, industrial, and public uses; churches; schools; parks; and other non single-family uses
- Preliminary information regarding water availability and quality, if available
- Preliminary information regarding sewage disposal system, if available
- Additional information as required by Planning Director _____