



**SUBMITTAL CHECKLIST  
 PRE-APPLICATION CONFERENCE - SUBDIVISION**

Activity No. _____	<b>OFFICE USE</b>
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 \_\_\_\_\_