



OFFICE USE	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

SUBMITTAL CHECKLIST
PRE-APPLICATION CONFERENCE - SUBDIVISION

This checklist shall be completed by the staff planner at the pre-application meeting and must be submitted online. Failure to submit all required information may delay the review of the application.

Project Type Pre-Application Conference Planning Type Subdivision

- Application fee \$1200
- Proof of ownership: Deed or Assessor's Property Record Card
- Statement of Authority, if required
- Vicinity map
- Written narrative / description of subject site and proposed subdivision concept including any relevant special features and characteristics of the property and proposed subdivision
- Existing conditions map of subject site illustrating existing improvements, geologic hazards/characteristics, steep slopes (>30%), water bodies, soils, vegetation, wildfire hazards, and critical wildlife habitat
- Conceptual plan, drawn to scale. Plan should be as detailed as possible. Applicant is encouraged to include the following information, as applicable:
 - Scale
 - 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
 - Topography (may be USGS 7.5' map)
 - Layout subdivision streets
 - 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
 - Proposed subdivision name and number of filings
 - Wetlands, floodplain, and steep slopes (>30%)
 - Zoning of subject and adjacent property
 - Number, approximate size, and layout of proposed lots
- Preliminary information regarding water availability and quality, if available
- Preliminary information regarding sewage disposal system, if available
- Additional information as required by Planning Director _____

Owner Signature(s)

I consent to this application being submitted and that all information contained within is true and correct to the best of my knowledge.

 Owner's Signature

 Print/type name of owner

 Owner's Signature

 Print/type name of owner

FOR REFERENCE ONLY - CONTACT PLANNING