



# SUBDIVISION APPLICATION

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Official Use Only	
Application # _____	_____
Fee _____	Date _____
Receipt # _____	_____
Received by _____	_____

- Preliminary Plat     
  Final Plat     
  Short Plat     
  Boundary Line Adjustment  
 Binding Site Plan     
  Fee Simple Unit Lot     
  Amendment to Preliminary Decisions

**Proposed Name of Subdivision (or Binding Site Plan):** \_\_\_\_\_

**Site Location (Address):** \_\_\_\_\_

Applicant/Contact Person	
Name _____	_____
Business/Entity _____	_____
Address _____	_____
City _____	_____
State _____	Zip _____
Phone _____	Alt. _____
E-mail _____	_____

Owner(s)	
Name _____	_____
Business/Entity _____	_____
Address _____	_____
City _____	_____
State _____	Zip _____
Phone _____	Alt. _____
E-mail _____	_____

**Legal Description:** (Of property to be divided/adjusted) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Lot Size:** (Of property to be divided/adjusted) \_\_\_\_\_ sq.ft./acres    **Zoning District:** \_\_\_\_\_

**Applicant's Statement:** I \_\_\_\_\_ (name) hereby affirm, under penalty of perjury, that I am the applicant of this proposal and that the property(ies) affected by this application, including any easements, is(are) under my exclusive ownership, or that this application has been submitted with the consent of all owners of the affected property(ies), including any easements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Owner or Owner's Representative Statement:** I (We) \_\_\_\_\_ (name(s)) hereby affirm, under penalty of perjury, that I (we) am (are) the exclusive owner(s) of the property(ies) affected by this application, including any easements, or that I (we) am (are) the authorized representative(s) of the owner(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Description of Subdivision/Proposal\*:**

- 1. No. of lots in proposed subdivision \_\_\_\_\_.
- 2. Minimum lot size \_\_\_\_\_ sq.ft.
- 3. Maximum lot size \_\_\_\_\_ sq.ft.
- 4. Average lot size \_\_\_\_\_ sq.ft.
- 5. Size of tracts in subdivision dedicated to:
  - a. Open space \_\_\_\_\_ sq.ft.
  - b. Parks \_\_\_\_\_ sq.ft.
  - c. Roads or access \_\_\_\_\_ sq.ft.

\*Note: Items 2 – 4 are not applicable (N/A) to binding site plans and fee simple unit lot subdivisions.

**Description of Access/Circulation:**

- 1. Abutting or nearest public street name(s) \_\_\_\_\_
- 2. Site has access to public street via:  Abutting public right-of-way.  \_\_\_\_\_ ft. wide access easement.
- 3. Roads within the subdivision will be:  Public  Private  N/A

**Existing Easements on the Site:** (describe by type and width) \_\_\_\_\_

**Easement Access(es) to the Site:** (describe by type and width) \_\_\_\_\_

**Existing Site Improvements to be retained:** (e.g., buildings, streets, fences, pavement, structures, etc.)

**Existing Site Conditions:**

Description of site vegetation: (Specify type, size and location of existing trees) \_\_\_\_\_

Description of site topography: (Specify approximate grade/slope and direction of slope) \_\_\_\_\_

Are there any wetlands or streams on the site?  Unknown  Yes  No  
(If so, please specify size, type and location) \_\_\_\_\_

Does the site have flowing or standing water (regularly or seasonally)?  Yes  No  
(If so, please specify location and how often water is present) \_\_\_\_\_

**Abutting Land Uses:** Please specify how abutting properties are currently developed, e.g., commercial, industrial, residential, recreational or vacant:

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

**Supplemental Information:** In addition to the above information, the applicable supplemental application pages must be completed, depending on the proposed subdivision type, i.e., boundary line adjustment, short plat, preliminary plat, final plat, binding site plan or fee simple unit lot.

**Applicant’s Signature:** I certify to the best of my knowledge that the information provided on this application, including applicable supplemental pages, is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_