



Subdivision & Plat Review Application

Date: _____

Type of Submittal (circle one):

- Exempt
 - Preliminary Minor Plat
 - Final Minor Plat
- Preliminary Major Plat
 - Residential Final Major Plat
 - Non-Residential Final Major Plat

Name of Property Owner: _____

Address: _____

Phone Number: _____ Email: _____

Signature of Property Owner: _____

Name of Applicant (if other than property owner): _____

Address: _____

Phone Number: _____ Email : _____

Signature of Applicant: _____

Property Location: _____ Tax Map Number: _____

Zoning Classification: _____ Number of Acres: _____

Number of Existing Lots: _____ Number of Proposed Lots: _____

Describe the nature of the request/proposed use of property:

***** OFFICE USE ONLY *****

Date Received: _____ Fee Paid : _____ Receipt Number: _____

Exempt Plat

Meeting Date: _____ Comments: _____

Approved _____ Approved with Changes _____ Denied _____ Fee Paid _____

Approved by: _____ Date: _____

Preliminary Plat

Meeting Date: _____ Comments: _____

Recommendation: Approved _____ Denied: _____ Fee Paid _____

Approved by: _____ Date: _____

Final Plat

Meeting Date: _____ Comments: _____

Recommendation: Approved _____ Denied _____ Fee Paid _____

Approved by: _____ Date: _____

Explanations and Fees

- Exempt Subdivision – meets any of the following conditions:
 - Involves the division of land into parcels of five acres or more where no new street is involved
 - Includes the combinations or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to the standards of the Zoning Ordinance and other applicable regulations.
 - \$25 Application Fee
- Minor Subdivision: **does not involve** any of the following:
 - Creation of any new streets
 - The extension of public water or sewer lines
 - The installation of drainage improvements through one or more lots to serve one or more other lots
 - \$50 Application Fee
- Major Subdivision is any subdivision other than an exempt or minor subdivision.
 - Residential -\$500 fee or \$5 per lot, whichever is greater
 - Non Residential - \$500 application fee