Application Checklist

Process A – Raw Land Division / Re-Subdivision
Process B – Mobile Home Park
Process D – Minor Subdivision

- Subdivision Application (with appropriate signatures) (Revised 3/25/2010)
- Certified Plat (16 copies)
- Appropriate Fees
  - Process A & B:
    - Filing Fee - $125.00
    - OR
      - Filing Fee (if engineering review required) - $296.00
      - Certified mail notification - $6.95/each adjacent property owner (abutting the development)
  - Process D:
    - Filing Fee - $125.00
    - OR
      - Filing Fee (if engineering review required) - $296.00
      - Certified mail notification - $6.95/each adjacent property owner (abutting the development)
- Property Owners (within 250’ radius of development)
  - Names & addresses in required electronic format (Microsoft Excel) depicting:
    - Certified mail notification to adjacent property owners (abutting the development)
    - 1st class mail notification to remaining property owners
- Service Availability Letters
  - Board of Health / Pollution Control
  - Consolidated Waterworks District No. 1
  - Electric Company
  - Gas company
  - Cable company
- Fire Hydrant Distance & Accessibility
- Drainage Calculations (if property is in a force drainage area)
- Minimum Lot Size Requirement
  - 6,000 sq. ft. – public or private sewerage disposal system
  - 12,000 sq. ft. – individual treatment plant
- 50’ x 50’ Box Requirement
- Land Use (depicted on plat)
- 25’ Access to Dedicated Roadway
- Structures & Servitudes (depicted on plat)