



MINOR SUBDIVISION REVIEW CHECKLIST

The following information is provided as to supplement the 'Application for Subdivision Review' form you have requested in conjunction with a possible request for minor subdivision review approval. All required data, plat documents, copies, applications and filing fee(s) must be submitted before the application will be considered complete. The review process will begin upon receipt of a completed application, and only completed applications shall be accepted. Please submit the application at least six weeks prior to the regular Planning Commission meeting at which the review is to be held. Please contact the City offices with any questions.

Completed 'Application for Subdivision Review' form submitted.

Content and Data Requirements:

Certificate of Survey: If the property affected is registered land, a Registered Land Survey shall be required. Ten (10) copies of the survey (11" x 17") and one (1) reproducible copy (8½" x 11") shall be submitted to the City Administrator or designee not less than two weeks prior to the next Planning Commission meeting. Contents of the Certificate of Survey shall include:

- North arrow
- Lot sizes in square feet, prior to and after the proposed split
- Existing buildings and setbacks from proposed lines
- Tree cover
- Streets and easements

Additional Information: In addition to the Certificate of Survey, the applicant shall submit:

- Special assessment search
- Property owners' names and addresses and proof of ownership
- Zoning of all affected parcels

This document shall become a part of the permanent record relating to the subdivision. If application is deemed incomplete the City shall notify the applicant of said incomplete item(s) within 15 days of receiving the initial application.

FOR OFFICE USE ONLY		
DATE SUBMITTED: _____	DATE COMPLETE: _____	IF INCOMPLETE, DATE LETTER SENT TO APPLICANT: _____
DATE OF PUBLIC HEARING _____ PUBLICATION DATE: _____		
DATE NOTICE SENT TO ADJOINING PROPERTIES: _____		
AMOUNT OF FEE PAID: _____ DATE FEE PAID: _____ FILE # _____		
PLANNING COMMISSION ACTION: _____ RECOMMEND APPROVAL _____ RECOMMEND DENIAL _____		
DATE OF ACTION: _____		
DATE APPLICANT/PROPERTY OWNER NOTIFIED OF PLANNING COMMISSION ACTION: _____		