

Minor Subdivision Plat, Application and Submittal – Checklist

• 2 to 5 lots fronting on an existing street •

*** Minor Plat – 45.26.1**

- _____ 1 – Marked as Minor Plat
- _____ B – Name approval from Auditor’s Office
- _____ Signature block on plat – Board of Supervisors approval _____
- _____ All items in section 45.26.1 – A, C to S
- _____ L – Road entrances shown on plat **and marked on site**
- _____ **Reference to two public land survey corner certificates – location by book and page number – existing or prepared and recorded prior.**
- _____ **ALL REQUIREMENTS OF 355.8 AND APPLICABLE SECTIONS OF CHAPTER 355 WILL BE REVIEWED FOR INCLUSION.**

*** Application and Submittals – 45.26.2 ****

- | | |
|---|---|
| _____ A&L – Application form – signed | - All items below required for recording – |
| _____ 2 – Application fee | _____ B – °Subdivision name approval letter |
| _____ Minor Plat - 8 copies | - Items prepared by attorney – |
| _____ C – Names of adjacent land owners | _____ F – °Copy of covenants to be filed |
| _____ D – Water and sewer statements | _____ G – °Dedication or easements-recorded |
| _____ E – Utility provider statements | _____ M – °Signed fence agreements |
| _____ H – Service provider statements | _____ N – °Resolution from City w/ jurisd. |
| _____ I – Copy of land disturbing affidavit | _____ O – °Owner’s consent statement |
| _____ I – Copy of NPEDS – no. 2 permit | _____ P – °Mortgage holder’s consent stmt. |
| _____ I – Storm water pollution prev. plan | _____ Q – °Attorney’s title opinion |
| _____ J – Storm water drainage evaluation | _____ R – °Statement from County Treasurer |
| _____ K – Entrance authorization-Cnty.-St. | °Originals kept by applicant until filing with Recorder |

* Check for inclusion in CRP program – check county FSA office.

* Check for inclusion in a drainage district – Auditor’s Office or S.D. Coordinator.

** **Full Documentation** – listed items not required for the plat and application review can be deleted or a substitute provided – upon approval of the subdivision coordinator.

****Procedure**–Summary guide and 45.26.3 Approval Procedure (pgs.17&18) for overview

Minor Plat for Minor Subdivision – Appropriate Usage

Two to five lots created abutting an existing street. A shared frontage street may be provided when needed and may require a Major Subdivision – depending upon ownership.

Division of existing subdivision lots.

Parcel divisions which are exempt from the Subdivision Ordinance are not considered when applying the Minor Subdivision evaluation criteria (accumulative number of splits).