

Process Overview for Minor Subdivision

Owner – Applicant - initial

- Prepare sketch plan for proposed subdivision for pre-application meeting.
- Meeting with Subdivision Coordinator & other staff – receive application, guidelines, copy of ordinance, fees schedule and contact information for other County Departments.
- Subdivision name authorization from Auditor’s Office.
- Driveway application from Secondary Roads or State IDOT.
- Check with County Engineer for additional easement for Area Service “A” Road.
- Check for inclusion in agricultural area – petition for withdrawal.
- Check for inclusion in CRP program – county FSA office.
- Check for inclusion in drainage district – Auditor’s Office or S.D. Coordinator
- Obtain names and addresses of adjacent land owners – Assessor’s Office or Plat Book.
- Contact power company, telephone company and other utility providers – easements, etc.
- Clarify if within any municipality’s extraterritorial jurisdiction – subdivision & zoning.

Owner’s Attorney

- Clear title and up-to-date abstract.
- Petition for agricultural area withdrawal if needed – complete before submission.
- Prepare fence agreements as needed.
- Draft of covenants for subdivision.
- Utility and any special easements and dedications as need for the plat.
- Documents for municipality’s review if needed – complete before submission.
- Items required for recording – see checklist.

Owner’s Surveyor

- Prepare Minor Subdivision Plat – section 45.26.1 – all items.
- Driveway located and marked.
- Additional easements for existing Area Service “A” County Road R-O-W.
- Easements as needed – power, telephone, gas, water, sewer, etc.
- Storm water drainage evaluation and storm water drainage permit.
- Description of water and sewer proposed.

Owner – Applicant – final

- Complete application – see checklist
- Assemble items from attorney and surveyor – see application checklist.
- Obtain signed fence agreements.
- Notify utility providers of final plan/plat.
- Notify service providers and school district of final plan/plat.
- Submit to Subdivision Coordinator – acceptance w/wo waivers.

County Process

- Distribution to Departments
- Review replies
- Return to owner and/or surveyor for corrections or modifications if needed.
- Hearing and Action by Board of Supervisors.
- Return signed copies of plat to owner with approval cover letter and instructions of documents to submit to the County Recorder.

Owner – Applicant – recording

- Plat and other documents as needed filed with County Recorder.
- Return copy of date stamped approval cover letter to Subdivision Coordinator.
- Send copy of date stamped approval cover letter to surveyor.
- Contact Washington County Safety Center for 911 building number assignment.