



OFFICE USE	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

**SUBMITTAL CHECKLIST
 PRE-APPLICATION CONFERENCE - SUBDIVISION**

This checklist shall be completed by the staff planner at the pre-application meeting and must be submitted online. Failure to submit all required information may delay the review of the application.

- Project Type Pre-Application Conference Planning Type Subdivision
- Application fee \$1200
 - Proof of ownership: Deed or Assessor's Property Record Card
 - Statement of Authority, if required
 - Vicinity map
 - Written narrative / description of subject site and proposed subdivision concept including any relevant special features and characteristics of the property and proposed subdivision
 - Conceptual plan, drawn to scale. Plan should be as detailed as possible. Applicant is encouraged to include the following information, as applicable:
 - Scale
 - North arrow
 - Location and dimensions of all existing and recorded streets, alleys, easements, section lines, improvements, and other important features within and adjacent to the proposed subdivision tract
 - Water bodies, drainages, and ditches
 - Topography (may be USGS 7.5' map)
 - Layout subdivision streets
 - Gross acreage of subdivision tract, excluding existing dedicated public right-of-way
 - Location and area of any multi-family residential, commercial, industrial, and public uses; churches; schools; parks; and other non single-family uses
 - Proposed subdivision name and number of filings
 - Wetlands, floodplain, and steep slopes (>30%)
 - Zoning of subject and adjacent property
 - Number, approximate size, and layout of proposed lots
 - Preliminary information regarding water availability and quality, if available
 - Preliminary information regarding sewage disposal system, if available
 - Additional information as required by Planning Director _____

Owner Signature(s)

I consent to this application being submitted and that all information contained within is true and correct to the best of my knowledge.

 Owner's Signature

 Print/type name of owner

 Owner's Signature

 Print/type name of owner