



Minor Subdivision Review Checklist

APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED
 For a complete list of required guidelines, refer to Chapter 12 of the City Code

Applicant Check-in		City Check-in
	<p>Electronic file(s) and printed copy of the following:</p> <ol style="list-style-type: none"> 1. Written request describing and defining the proposed minor subdivision. 2. A certificate of survey signed by a professional illustrating: <ol style="list-style-type: none"> a. Existing and proposed lot boundaries of the subject parcel(s). b. Required and proposed setbacks. c. Location of any existing or proposed structures, adjacent streets/alleys, driveways, parking areas, and the like. d. Existing and proposed easements. e. If a site plan is required for the proposed project, a copy of the site plan. 3. Data and supportive information as required for a preliminary plat under Chapter 12 of the City when specified by City staff, consultants, the Planning Commission or the City Council. 4. Such other information as City staff, the Planning Commission, or Council shall find necessary to a full consideration of the proposed minor subdivision. 5. Proof of ownership of property or signature of property owner on the application. 	
	Permit application fee: \$250.00	
	Completed application form	
	Other (if applicable)	

ALL PLANNING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED REVIEW COSTS. LEGAL, ENGINEERING, AND ASSOCIATED REVIEW COSTS ARE THE RESPONSIBILITY OF THE APPLICANT