

MINOR SUBDIVISION CHECKLIST

Name of Subdivision \_\_\_\_\_  
City \_\_\_\_\_ or County \_\_\_\_\_

The following requirements should be met before any plat is submitted to the Planning Commission office for consideration of approval by the Planning Director and staff.

**a. Material and Size**

- \_\_\_ 1. Size: 8 ½ x 11, 8 ½ x 14, 11x17, 18 x 24
- \_\_\_ 2. Good quality, neat and legible
- \_\_\_ 3. Five copies of plat with original signatures of land owners and spouses and surveyors on each copy in designated certification blocks
- \_\_\_ 4. Digital Copy as per the Subdivision Regulations “Addendum A”.
- \_\_\_ 5. PVA – Parcel Identification Number.

**b. Title Block**

- \_\_\_ 1. Name of Subdivision
- \_\_\_ 2. Name and mailing address of owner
- \_\_\_ 3. Name and mailing address of surveyor
- \_\_\_ 4. North Arrow, Graphic scale and written scale of 1” = 100’, where possible
- \_\_\_ 5. Date of preparation
- \_\_\_ 6. Name of any previous subdivision under which property has been divided

**c. \_\_\_ Location Sketch – Accurate & legible vicinity map**

**d. \_\_\_ Subsurface Conditions – Site evaluation or proof of existing septic systems for lots in county of less than one (1) acre. If there is existing septic system, submit copy of affidavit from Health Department.**

**e. \_\_\_ Designate if property is in flood prone area**

**f. Land Subdivision Plan**

- \_\_\_ 1. Boundaries and lot lines with accurate bearings and distances
- \_\_\_ 2. Existing structures
- \_\_\_ 3. Building setback lines (Front, rear and side)
- \_\_\_ 4. Dedication of and/or existing right-of-way
- \_\_\_ 5. Type of surface and surface width of abutting and adjacent public roadways
- \_\_\_ 6. Names of abutting and adjacent roadways
- \_\_\_ 7. Adjacent property owners with deed book and page number
- \_\_\_ 8. Record plat or deed book and page number
- \_\_\_ 9. 12 ft. public utility easement along property frontage
- \_\_\_ 10. Any existing or created public utility easements

**g. Lots**

- \_\_\_ 1. Lot size in acreage if over one acre, or square footage if under one acre
- \_\_\_ 2. Remaining acreage if any
  - a. If under 5 acres dimension of remainder must be shown on plat as a lot
  - b. If a portion of a tract is transferred to an adjoining property, the dimension of the remaining property for which the portion was transferred shall be placed on plat (consolidation plat)
- \_\_\_ 3. Total acreage or square footage of NEW LOT on consolidation plat

**h. Certifications**

- \_\_\_ 1. Owner’s certification
- \_\_\_ 2. Registered surveyor’s certification
- \_\_\_ 3. Planning Commission certification
- \_\_\_ 4. Water certification
- \_\_\_ 5. Land surveyor’s stamp on each copy
- \_\_\_ 6. Signature line for electric utility company requiring additional width on required P.U. easement
- \_\_\_\_\_ Show zoning classification

\_\_\_\_\_  
**Surveyor**

