

Major Subdivision and Preliminary Plat Application Submittal Checklist

The subdivider shall submit a subdivision application containing the following materials, as applicable:

- A completed and signed Subdivision Application Form.
- The required review fee
- Six (6) full size copies of the preliminary plat and one (1) reduced 11”x17” copy
- Names and addresses of all adjoining property owners
- Lienholder’s acknowledgment of subdivision
- Abstraction of title (title report or subdivision guarantee)
- A detailed narrative describing the proposal in its entirety
- A statement and supporting documents addressing the following subdivision review criteria:
 1. The impact of the subdivision on:
 - a. Agriculture
 - b. agricultural water user facilities
 - c. the existing capacity of local services
 - d. the natural environment
 - e. wildlife
 - f. wildlife habitat
 - g. public health and safety
 2. Proposed mitigation to minimize any impacts to these criteria
- A vicinity map
- A topographic map including adjacent properties
- An existing conditions map showing all existing development, waterbodies, roadways, and general vegetation types on the subject site and adjacent sites
- FIRM or FEMA panel map
- Soils map and soils profile
- Grading and drainage plans
- A utility plan showing existing and proposed sewer, water, wastewater, stormwater, and electric, and supporting information as required by DEQ or County
- Wastewater, stormwater and sanitation information
- Documentation of existing and proposed easements, covenants, and deed restrictions, including easements for agricultural water user facilities, and water and mineral rights
- Documentation of legal and physical access to all parcels within the subdivision
- Approach/access/encroachment permits from MDOT or the local jurisdiction
- Proposed road plans and profiles
- Engineering plans for all public and private improvements

- ___ Transportation impact analysis or transportation plan
- ___ Information regarding proposed mail delivery system
- ___ Overall development plan if development is in phases
- ___ identification of adjacent high pressure gas lines, high voltage lines, Superfund or hazardous waste sites, abandoned landfills, mines, wells, waste sites, and/or sewage treatment plants
- ___ Fire risk rating analysis and fire prevention plan
- ___ Flood hazard evaluation
- ___ Documentation of important wildlife and wildlife habitat
- ___ Documentation of cultural or historic resources
- ___ Noxious weed management plan and re-vegetation plan
- ___ Property owner's association documents, including drafts of incorporation, declaration, and bylaws
- ___ A form of subdivision improvements and/or maintenance agreement
- ___ Variance or rezoning request or approval
- ___ Letter requesting a revocation of agricultural covenants
- ___ Parkland dedication and calculations
- ___ Environmental assessment and/or summary of probable impacts
- ___ Letter identifying and proposing mitigation for potential hazards or other adverse impacts not covered by the above required materials; and
- ___ Such additional relevant and reasonable information as identified by the Subdivision Administrator during the pre-application meeting that is pertinent to the required elements of this section.