Minor 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 or 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, if proposed

Variance or rezoning request or approval

Letter requesting a revocation of agricultural covenants

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.