

Subdivision Application

Property Information

Tax Key Number:

Project Summary

Subdivision Name:

Total Area of Subdivision:

Number of Buildable Lots:

Average Lot Size:

Number of Lots in original plat:

Linear Feet of New Streets:

Requested Action

Application includes (check all that apply)

Subdivision

Subdivision Type:

Waivers from Chapter 21-11 - *List waivers below*

Rezoning – *complete and attach rezoning application*

Special Exception – *complete and attach Criteria for Decision Making*

Use requested:

Variance(s) - *List variances below, complete and attach Criteria for Decision Making*

Variance(s) requested:

Required Documents

Completed Application

Plat Containing all information shown on pages 3 and 4 of this application

Proof of Ownership

Filing Fee

Additional documents as noted above

Approved drainage plan verification (for major subdivision only)

Contact Information

Property owner(s) of the petition site:

Name:

Address:

Name:

Address:

Name:

Address:

Name:

Address:

Registered Land Surveyor:

Name:

Address:

Phone Number:

E-mail:

Plat Contents

Drawing Format:

An original drawing on twenty-four-inch by thirty-six-inch paper with a 1" border, at a scale not to exceed one-inch equals 200 feet, unless otherwise approved by staff. All printed numbers, letters and typed information shall be a minimum size of a 11-point font. The drawing shall be adaptable to photographic reduction and will maintain complete legibility. The drawing shall be formatted so that all information appears on 11" x 17" paper when reproduced at 50% reduction.

Plat Drawing with the following contents:

- Name of the subdivision, which shall not duplicate or closely approximate the name of any other subdivision within the incorporated and unincorporated areas of the *County*.
- Legal description of the subdivision which shall include section, township, range and governmental township.
- Township, range or section line accurately tied to the subdivision by bearing and distances in feet and hundredths thereof.
- Boundary of subdivision, based on accurate traverse survey with angular and lineal dimensions in feet and hundredths thereof. The traverse survey shall be closed to a minimum accuracy of 1:10,000. A boundary closure sheet shall be provided.
- Lot* dimensions in feet and hundredths thereof, angles or bearings expressed in degrees, minutes and seconds. For Major Primary subdivision, the lot layout and dimensions can be approximate.
- Lot* numbers. For Administrative Lot Line Adjustments, new lots shall be designated by letters with original lot lines shown with dotted lines.
- All *easements* dimensioned and labeled as for their specific uses.
- All right-of-way lines and widths of rights-of-way, existing and required for dedication.
- Elevation of the one hundred-year *flood*, when applicable.
- A note, when applicable, to indicate existing predevelopment soil conditions contain historical wetness indicators and therefore that when building a structure below grade, special consideration should be given to soil conditions.
- The location of all public wells and delineation of any wellhead protection area, when applicable.
- Delineation of wetlands identified by the National Wetlands Inventory, when applicable.
- Delineation of airport noise sensitive zone, when applicable.
- Name, address, seal and certification of the *registered land surveyor* preparing the subdivision, in a manner prescribed by the *Commission*.
- Deed of dedication, in a manner prescribed by the *Commission*. Not required for Major Primary Subdivisions.
- Notarized *Owner's* certification, in a manner prescribed by the *Commission*.
- Scale, graphic bar scale, north point and date.
- An area four (4) inches vertical by nine (9) inches horizontal within which the *Commission* may affix its certificate of approval without obscuring or obliterating any other items on the subdivision.
- Any additional information requested by staff.

Support Data Drawing with the following contents:

- Natural features such as wooded areas, swamps, wetlands and marshes.

- Existing man-made structures and improvements within the proposed subdivision.
- Existing topographic contours at vertical intervals of five (5) feet or less from available data. United States Geological Survey data may be used.
- Existing street patterns within a three-hundred-foot area adjacent to the proposed subdivision.
- Future access plan of the entire property which is being subdivided.
- The adjacent roads and the nearest major intersection.
- Existing and proposed sewers, water mains, culverts, or other underground facilities within and adjacent to the tract, indicating pipe sizes, grades and exact locations as obtained from public records. If water mains and sewers are not adjacent to the tract, the direction to and distance to the nearest ones, and their size shall be shown.
- Scale, graphic bar scale, north point and date.
- Name and address of the *subdivider*.
- Name and address of the *registered land surveyor*.
- A vicinity key map at a scale of one (1) equals two thousand (2,000) or three thousand (3,000) feet showing the location of the subdivision, *major streets* and physical features, such as rivers and creeks, within a distance of two (2) miles.

Major Subdivisions:

A drainage plan approval letter shall be submitted at the time of application for primary approval of a Major Subdivision.

A report from the *City Engineer* shall be submitted to the *Staff* prior to secondary approval of a Major Subdivision. The report shall indicate that the requirements of Section 21-14.08 Improvements have been satisfactorily completed or that plans and specifications for improvements have been approved and *performance guarantees* for the improvements have been filed and approved. These guarantees shall:

- i. Run to the *City*; and
- ii. Provide satisfactory surety as required by the latest *standards* adopted by the *Board*. The surety shall be foreclosed if improvements and installations have not been completed within twelve (12) months from the date of the *Committee's* granting of the secondary approval of the subdivision; however, an extension of time may be granted by the *Board* at their public meeting, provided a request for such extension has been petitioned to the *Board* by the applicant or his successor in title prior to the time surety would lapse as defined above.

Digital Submissions:

At the time of application, an electronic copy of the plat and support data drawings shall be submitted to staff. All Major Subdivision plats shall submit a digital copy of the approved subdivision in accordance with the requirements set forth in the "Digital Data Submission Standards" as adopted by St. Joseph County.