



Planning, Economic Development & Tourism Subdivision Submittal Requirements/Checklist

The following must be provided with each subdivision application:

- Seven Copies of the plan/plat, folded (exception – plans which are larger than three pages may be rolled)
- Completed Application for Plans, Plats and Vacation of ROW, Easement & Subdivision Plat
- Review fee (see Fee Schedule on Application Form)
- Signed Owner's Agent Form, if the plat is not being submitted by the owner.
- A copy of all deeds and recorded documents related to this property. This includes ownership deeds, easements and all other publicly recorded documents.

Applications which do not include all of the aforementioned requirements will be returned to the applicant.