

Simple Subdivision Checklist

Applicant responsibilities are shown in highlighted sections.

	Date Complete	Requirement
1.	__/__/__	Application received from _____ Official subdivision number assigned: _____
2.	__/__/__	Non-refundable subdivision deposit received (\$100). (Due at time of Application)
3.	__/__/__	Applicant has discussed with the Assessor's office of any tax implications or re-classifications that may occur with the new proposed properties.
4.	__/__/__	Applicant to provide copy of current deed for the parcel being divided.
5.	__/__/__	Applicant must submit documentation that distribution of water rights had been submitted to Irrigation Dist. for review & recommendation prior to final submittal.
6.	__/__/__	Applicant submitted percolation test and groundwater cut results to Land Planning (no groundwater cut/perc test required if lots are larger than 5 acres).
7.	__/__/__	Applicant must have on the PLAT the proposed easements and right-of-ways for private utilities and access to establish a driveway to a state highway, county road or other applicable roadway.
8.	__/__/__	Land Planning completed a septic feasibility report, if applicable.
9.	__/__/__	Land Planning supplied developer with list of adjacent land owners, letter templates and map for notices that developer needs to send.
10.	__/__/__	Applicant submitted affidavit of publication for public notice in the newspaper.
11.	__/__/__	Applicant submitted return receipts from notices sent to adjacent land owners.
12.	__/__/__	Land Planning sent notice to relevant Districts for review.
13.	District responses received, if applicable:	
	__/__/__	• Conservation District (w/in 60 days)
	__/__/__	• Fire District
	__/__/__	• Drainage District
	__/__/__	• Irrigation District

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14.	__/__/____	<ul style="list-style-type: none"> Town resolution/response received, if required. (within 1 mile or 1/2 mile if pop. Is less than 4,000)
15.	__/__/____	<p>Land Planning sent notice to relevant Utility providers for review.</p> <p>***If there are any complications or additional costs to get utilities to the lot lines, the subdivision lot purchasers are to be informed of which utilities are available and what likely costs will be.</p>
16.	Utility letters received by Land Planning:	
	__/__/____	<ul style="list-style-type: none"> Power
	__/__/____	<ul style="list-style-type: none"> Water, if property is not served or to be served by a private well.
17.	__/__/____	Applicant or Surveyor provided DRAFT OF PLAT to Land Planning Dept.
18.	__/__/____	Land Planner reviewed plat & sent recommended changes to plat preparer.
19.	__/__/____	Land Planner MUST send approval to commence with final plat production.
20.	__/__/____	Final plat received by Land Planning.
21.	__/__/____	___ Plat correct (signatures/surveyor stamp/dimensions/legend/etc.)
22.	__/__/____	Final subdivision fee collected (\$200.00). (When Final Plat submitted for review)
23.	__/__/____	Subdivision presented to Planning & Zoning Commission Meeting for approval.
24.	__/__/____	Subdivision presented to County Commissioners Meeting for final approval.