

Simple Subdivision Checklist

	Date Complete	Requirement
1.	__/__/__	Application received from _____.
2.	__/__/__	Land Planning asked the applicant(s) if they have considered potential limitations on financed parcels.
3.	__/__/__	Land Planning asked the applicant(s) if they are aware of any conservation easements associated with the parcel.
4.	__/__/__	Non-refundable subdivision deposit received (\$100).
5.	__/__/__	Applicant submitted percolation test and groundwater cut results to Land Planning.
	__/__/__	Land Planning completed a septic feasibility report.
6.	__/__/__	Applicant submitted affidavit of publication for public notice in the newspaper.
7.	__/__/__	Applicant submitted return receipts from notices sent to adjacent land owners, applicable districts and the nearest town (if necessary).
8.	__/__/__	Land Planning Department sent notice to the Conservation District for review.
9.	District responses received (if applicable):	
	__/__/__	- Conservation District (w/in 60 days)
	__/__/__	- Fire District
	__/__/__	- Irrigation District
10.	__/__/__	- Drainage District
	__/__/__	Town resolution/response received, if required.
11.	__/__/__	Draft plat received by Land Planning.
	__/__/__	- Land Planner sent comments/recommended changes to plat preparer.
	__/__/__	- Land Planner sent approval to commence with final plat production.
	- Official subdivision number assigned: _____.	
12.	__/__/__	Final plat received by Land Planning.
	__/__/__	_____ Plat correct (signatures/surveyor stamp/dimensions/legend/etc.)
13.	__/__/__	Final subdivision fee collected (\$150.00).