

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.
15.	___/___/___	Land Planning sent notice to relevant Utility providers for review. ***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.
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.	___/___/___	Land Planning informed the developer that an HOA will be required if there are any common areas (roads, parks, etc.)
18.	___/___/___	Applicant or Surveyor provided DRAFT OF PLAT to Land Planning Dept.
19.	___/___/___	Land Planner reviewed plat & sent recommended changes to plat preparer.
20.	___/___/___	Land Planner MUST send approval to commence with final plat production.
21.	___/___/___	Final plat received by Land Planning.
22.	___/___/___	___ Plat correct (signatures/surveyor stamp/dimensions/legend/etc.)
23.	___/___/___	Final subdivision fee collected (\$200.00). (When Final Plat submitted for review)
24.	___/___/___	Subdivision presented to Planning & Zoning Commission Meeting for approval.
25.	___/___/___	Subdivision presented to County Commissioners Meeting for final approval.