



**MINOR SUBDIVISION  
APPLICATION**

Applicant/Developer Name (please print):		
Email:	Phone:	Alternate Phone:
Applicant Address:	City:	State:      Zip:
Landowners Name (if different than applicant):		
Email:	Phone:	Alternate Phone:
Address:	City:	State:      Zip:

Name of the Subdivision:	
Location of Project (address):  Number of acres: _____ Number of new parcels in Subdivision: _____	Legal Description: Attach to application PID#: _____ Lot: _____ Block: _____ Tract: _____

The City will likely incur out-of-pocket, legal, engineering, building inspection and other costs in connection with the review of their application including possible field inspections ("City Costs") to certify that the construction work is consistent with the terms of the approved application. All City Costs shall be paid by the applicant/owner.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Permit #: \_\_\_\_\_

**FEE**  
Total Fee: \_\_\_\_\_  
Escrow Fee: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Date Received: \_\_\_\_\_

**APPROVALS**  
Completed Application Date: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_  
Date Approved: \_\_\_\_\_

# MINOR SUBDIVISION APPLICATION

## AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

Name of Applicant:		
Address of Applicant:		
City:	State:	Zip:
Street Address of Subject Property:		
Legal Description of Subject Property:		
Signature:		Date:

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach a copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

*This affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title option, certificate of title, or title insurance policy showing your interest in the property prior to final action by the City Council.*

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## **Attachments to the application**

- 1) Full legal description of the property.
- 2) Consent to plat from Mortgage Company of the subject property.
- 3) Application fee
- 4) Narrative of project
- 5) Completed Affirmation of Sufficient Interest form
- 6) 3 Full size copies of preliminary plat with detailed engineering drawings
- 7) 1 full set of preliminary plat 11" x 17" with detailed engineering drawings
- 8) Full set electronically in CAD and PDF.

After the application is deemed complete, a public hearing will be set for Planning Commission review. After the public hearing, in which the Planning Commission will make findings of fact on the request, and forward the matter to the City Council for final determination. The City Council shall act upon the minor subdivision within 120 days of the date in which the completed Application was filed with the City unless an extension of review period has occurred.

[Reference Chapter 54 section of Final plat of the City Code](#)