
APPLICANT'S CHECKLIST

In order for your application to be considered complete all of the following information needs to be turned into the Subdivision Authority.

Completed application form including: _____

 Name, address and phone number of owner and applicant _____

 Legal description and area of land to be subdivided _____

 Location of land to be subdivided _____

 Existing and proposed use of the land to be subdivided _____

 Physical characteristics of the land to be subdivided _____

 Existing buildings on the land _____

 Signatures of owner(s) or person(s) acting on their behalf _____

A proposed plan of subdivision showing: _____

 Location and legal description of property _____

 The size of the parcel of land being subdivided _____

 The existing use(s) of the land _____

 The proposed use(s) of the land (be specific) _____

 The number of lots being created _____

 Existing rights of way of each public utility or other rights of way _____

 The physical characteristics of the land _____

 Existing building(s), structures and other improvements _____

 Existing and proposed access to the land to be subdivided and the remaining land ... _____

 Boundaries of any body of water that is within or next to the property _____

 Water and sewage services if not municipally serviced _____

Correct application fee _____

A copy of the current land title (less than 30 days old) _____

Written permission of owner to subdivide (if applicant is not owner) _____

Other information as the Subdivision Authority requests _____