



Minor Subdivision Checklist

Application Requirements
A. A key map showing the entire subdivision and its relation to surrounding streets and highways within a ¼ mile radius
B. The identification of that portion which is to be subdivided or conveyed in relation to the entire tract and that portion which is to be retained
C. All existing buildings and structures within the tract to be subdivided, and whether or not they will be retained or removed
D. The name of the owner and applicant and any and all adjoining property owned by the owner or applicant within 200 feet of the tract to be subdivided
E. The tax map sheet, block and lot numbers
F. All existing and proposed streets or roads within or adjoining the proposed subdivision with the existing and, if appropriate, future right-of-way widths clearly indicated.
G. All proposed lot lines and lot lines to be eliminated by the proposed subdivision shall be clearly indicated
H. North arrow
I. Acreage of the entire tract and the area to be conveyed
J. The number of new lots created
K. Name and address of applicant, owner, subdivider, and person preparing the plat
L. The date map was prepared, and any dates of revision
The following additional information shall be shown or included when the application appears to fall within Classification B, Section 10-5.5 of the Subdivision Resolution:
M. See "Site Development Stormwater Plan - Applicability Criteria" and "Site Development Stormwater Plan Checklist"
N. The location and width of all existing and proposed utility easements in the area to be subdivided
O. The right-of-way for any existing or proposed road abutting or within said application shall be provided for in the design of the subdivision and shown in the proper location and at the width recommended by the County Master Plan or Official County Map