

APPENDIX A – MINOR SUBDIVISION APPLICATION CHECKLIST

The applicant for a Minor Subdivision must complete in entirety an application form provided by the Department of Planning, which may be amended by the Administrative Officer from time to time, and which shall contain all of the following:

- Name, address, telephone number, fax number, and e-mail address of existing property owner and applicant (if different from the property owner), and the parcel number of the lot(s) proposed for a subdivision;
- Location and size of existing and proposed parcels; and
- Signature of applicant, agent, or property owner.
- A site plan professionally drawn to a scale not smaller than one-inch equals 200 feet and indicating the following:
 - Name and address of existing property owner and applicant (different from the property owner);
 - Township, section, and quarter section;
 - North arrow and bar scale;
 - Locational information including location map, adjacent or frontage roads, and adjacent parcel ownership;
 - Acreage of all proposed lots and acreage of all remaining property resulting from the division of the original parcel, including existing and proposed boundaries;
 - Soils indicating hydric and prime agricultural soils;
 - Site drainage and 100-year floodplain, including floodway and floodway fringe, elevation, and boundaries;
 - Steep slopes as defined herein, underground mines, woodlands, wetlands, and all other natural features;
 - Any and all proposed easements, reserves, or no-build zones;

- House number of existing property or adjacent property, if available; and
- Any other natural and built features or conditions that the Subdivision Coordinator or TRC requests to be shown on the sketch plan, based on the determination that such information would affect the suitability of the proposed site for subdivision.
- A soil survey and/or soil borings may be required by the Subdivision Coordinator on the advice of the Health Department or Soil & Water Conservation District.