

Application for Non-Subdivision Plat Approval

(Planning Staff Have Up to Two Business Days to Review Plats)

1. Name of Applicant _____

Address _____

Day time phone number (_____) _____

2. Property Owner(s) (If different from applicant)

3. Legal Description of Property (Please describe all parcels involved)

Tax Map Parcel Number _____ Zoning of the property _____

Address(es) if available _____

Subdivision and lot number (if applicable) _____

4. What is the Purpose of the Survey Plat? (Check all those that apply)

_____ Resurvey of Existing Lot or Parcel: No change to parcel.
(Show location of any existing structures)

_____ Deed Book and Page Number

_____ Lot Line Adjustment, Including Conveying Part of Parcel to an Adjoining
Parcel: No New Lot is Created

_____ If you own the parcels to be adjusted/combined:

- Submit affidavit of owner's intent
- On plat, identify the "Old Lot Line(s)", show as dotted lines.

_____ If parcels are to be combined:

- The deed shall include a statement to the effect that: the
parcel(s) shown on the attached plat shall be combined with Tax
Map _____, Parcel _____.

_____ Creating New Parcel(s) for:

_____ Family Division Lot: deeding lot to parent, brother or sister,
child, grandparent, grandchild, or spouse.

* Please attach the Family Division Affidavit and Owners
Consent Form

_____ Single-Cut Subdivision: single division of a parcel recorded prior to April 18, 1988. (Two acre minimum)

* When was parent parcel originally recorded? _____

_____ Large Lot Development: division resulting in parcel(s) at least ten (10) acres in size.

_____ Division by will among legal heirs of a parcel

_____ Easement Plat creating new easement(s)

5. Are any drainage, utility, or other recorded easements being relocated? _____ Yes _____ No

If yes, please describe:

6. Access to the Property:

_____ Frontage on a State road (Route Number _____)

_____ Private road: Shares access easement with other lot(s).

NOTE: Complete "Private Road Application Forms"

_____ Individual recorded easement to a State Road (Name of Road _____)

7. _____ Digital file submitted _____ (DVD, CD, EMAIL) (File types accepted .dwg, autocad only)

All fees are due upon submission of plat to Planning Department before approval can be given by zoning official.

8. Fees Submitted : _____ \$50.00 Review

8a. _____ \$35.00+ \$10.00 per parcel
(If a digital file of plat is not provided)

I hereby certify that to the best of my knowledge all of the above statements are true.

_____ Date

_____ Signature of Applicant

_____ Print Name