



## MINOR SUBDIVISION CHECKLIST

**An application for a Minor Subdivision shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:**

- The Development Review Application form.
- The applicable Minor Subdivision fee.
- Proof of legal ownership in the form of a current title policy.
- A project narrative or Letter of Interest, including a statement of the purpose of the application and a description of how the application meets the minor subdivision eligibility criteria of Section 18.2.230 of this title.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- A final plat document drafted in accordance with the Plat Specification Checklist (attach). All final plats shall clearly and accurately set forth and include the information in the format prescribed in addition to any other information required to be shown on the final plat by the Planning Director.
- Any other reports and information deemed necessary by Town Staff at the pre-application meeting.
- Copies of the submittal materials in a format and quantity as specified by Town Staff.

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