



# Administrative Subdivision Application Form

## Staff Use Only

Application Number: \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

*The following items are required for consideration of an Administrative Subdivision request.*

1. Completed Land Use Application Form marked for administrative plat.
2. Application fee of \$100.00.
3. Final Plat Map (15 copies sized 24" x 36") prepared as per the following directions.

### General Instructions

Must be prepared by, or under direct supervision of, a registered land surveyor and meet State requirements. Non-contiguous parcels cannot be in one (1) plat and only one (1) plat shown per sheet. Contiguous parcels owned by different parties may be on one (1) plat, provided all owners join in dedication and acknowledgment. Show lengths to nearest one hundredth (100<sup>th</sup>) of a foot and bearings in degrees, minutes and seconds. Perimeter survey description of proposed subdivision must include at least 1 tie to an existing section monument of record and a description of monuments. Survey error cannot be greater than 1/10,000. Bearings, distances and curve data of all perimeter boundary lines must be indicated outside boundary line with lot dimensions. Names and signatures of all owners of equitable interest in the property must be on the plat in black drawing ink.

### Plat must include the following information:

- Title of project
- North arrow, scale (not greater than 1" = 100') and preparation date
- Vicinity map
- Legal description
- Basis for establishing bearing
- Names and addresses of owners, applicant, designers, engineers and surveyors
- Total acreage of subdivision
- Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights of way and easements
- Lot and block numbers, numbers in consecutive order, and square footage of each lot or tract
- Parcels excepted from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances
- Existing rights of way in and adjacent to property (labeled and dimensioned)
- Existing and proposed street names for all streets on and adjacent to property
- Existing easements and their type in and adjacent to property (labeled and dimensioned)
- Location and description of monuments
- Floodplain boundary and source of information (if no such source, state this on the plat)
- Signature block for registered land surveyor certifying accuracy of boundary survey and plat
- Signature block for certification of approval by the City Council with a signature for the Mayor and City Clerk
- Certification of ownership
- Dedication of streets, rights of way, easements and public sites to the City of Craig.

