



CONTENT OF SUBMITTAL PACKET FOR SHORT PLAT APPLICATION

Please provide the following:

- Cover letter of transmittal stating the purpose of the submittal and listing all items included in the packet.
- Two (2) hard copies of each of the following, collated into sets. One set is the original. The second set, a copy.
 - Permit Contact Information form.
 - Subdivision Application form.
 - If more than one property owner, each must sign.
 - Name must match the title report or provide documentation that the applicant is authorized to act on behalf of the named property owner.
 - Documentation may need to be notarized.
 - Short plat – Subdivision Supplemental Application pages.
 - Do not leave any items blank.
 - If they do not seem to apply, indicate with N/A.
 - Current title reports, within 90 days; one for each lot.
 - Existing site plan survey, meeting all drawing requirements. See list on Short Plat Subdivision Supplemental Application.
 - Proposed short plat lot configuration, meeting all drawing requirements. See list on Short Plat Subdivision Supplemental Application. No owner signatures are necessary on the initial submittal.
 - Copy of the pre-application letter from City.
 - A letter from the applicant, addressed to the City, providing a response to each item in the pre-application letter. Responses need to be specific. Example: Dimensions are shown on Sheet xxx.
- An electronic copy of each document via thumb drive, CD, or other electronic medium. The files must be named to reflect the document purpose. The document name is to begin with the identifying name and date prepared. For example, Existing Site Plan for Company Submitting 2020 09 01.