

SUBDIVISION APPLICATION FORM
TRINITY PLANNING COMMISSION

- 1. Subdivision Name _____

- 2. Applicant's Name, Mailing Address, and Telephone Number (If other than owner a Certified Statement from Owner of Record must be attached stating that Applicant is acting as Agent for Owner) _____
_____ Tel. No. _____

- 3. Owner of Record and Mailing Address _____

- 4. Surveyor's/Engineer's Name, Mailing Address & Telephone Number

_____ Tel. No. _____

- 5. Subdivision Location (Give geographic location, street, road, highway AND legal description of property including Section, Township, and Range) Must also be accompanied by Vicinity Map. Vicinity map shall be at scale of Zoning Map

- 6. Zoning District if within Town Limits _____

- 7. Type of Development (Single-Family, Multi-family, Commercial, etc.) _____

APPLICATION FOR LAYOUT APPROVAL

- 8. Application for Layout Approval to provide the following information in addition to requirements 1 through 7 above (See Section 4-4 of Subdivision Regulations for complete application requirements)
_____ 3 copies of proposed layout at a scale of 1" = 100' or 1" = 200' and six (6) copies of vicinity map at same scale as Town's Zoning Map
_____ Acreage
_____ Arrangement, number and approximate size of lots
_____ Location of all abutting roads, proposed streets, open spaces, etc.
_____ Names and Addresses of all adjoining property owners including that of property owners across dedicated public rights-of-way (roads) according to current tax records
_____ Listing of any requested waivers from Subdivision Regulations. (Letter of justification must be attached)

APPLICATION FOR PRELIMINARY PLAT APPROVAL

- 9. Application for Preliminary Plan Approval to provide the following information in addition to above
_____ 3 copies (as appropriate) of proposed subdivision plan at a scale of

1" = 50' or 1" = 100' and 3 complete sets of construction drawings and relevant supporting documents. Vicinity map, at the same scale as the Town's Zoning Map, shall also accompany plans.

_____ All drawings shall be sequentially numbered and shall not exceed 24" x 30".

_____ Restrictive covenants required if outside Town Limits.

_____ Names and Addresses of all adjoining property owners including that of property owners across dedication public rights-of way (roads) according to current tax records.

_____ Listing of any requested waivers from Subdivision Regulations. (Letter of justification must be attached)

_____ Application Fee (\$.00 plus \$.00 per lot)

APPLICATION FOR FINAL PLAT OR CERTIFIED PLAT APPROVAL

10. Application for Final Plan Approval to provide the following information in addition to above requirements 1 through 7: (See sections 4-6 or 4-7, as appropriate, of Subdivision Regulations for complete application requirements)

_____ 2 original mylar tracings with all required signatures

_____ 3 copies of the Final Plat at a scale of 1" = 50' or 1" = 100' within one (1) year of Planning Commission Approval of Preliminary Plans or Preliminary Approval shall have lapsed

_____ Vicinity Map at same scale as Town's Zoning Map

_____ Restrictive covenants required if beyond Town Limits

_____ Certificates of Approval from all relevant Public Agencies or a Council- accepted Performance Bond guaranteeing all required improvements

_____ All signatures affixed to the Final Plat required for recordation as presented in the Appendix to the Subdivision Regulations

_____ Appropriate Application Fee for Final Plat Approval/Certified Plat

FOR OFFICE USE ONLY

Date

Checklist of Items

_____ Application Submitted for _____ Sketch Plan _____ Preliminary Plan _____ Final Plan _____ Certified Plat

_____ Fee Paid as Required _____ Receipt Number _____

_____ 3 Copies (Preliminary) 3 Copies (Final) of Required Documents _____ Yes _____ No

_____ Vicinity Map at same scale as Town's Zoning Map

_____ Preliminary Plan Only: Names and Addresses of all Adjoining Property Owners as Certified from _____ County Tax Records _____ Yes _____ No

_____ Planning Commission Review

_____ Public Hearing (for Preliminary Plan only)

_____ Planning Commission Action: _____ Approval _____ Disapproval

_____ Letter of Planning Commission Action Transmitted to Applicant

_____ Resubmission if Required Corrections Completed

_____ Planning Commission Action: _____ Approval _____ Disapproval

_____ Letter of Planning Commission Action Transmitted to Applicant

_____ Recording of Final Plat / Certified Plat by Trinity Town Clerk in Plat Book _____ at Page _____.