



## Minor Subdivision Application Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- \_\_\_\_\_ 1) A completed and signed Land Use Application Form.
- \_\_\_\_\_ 2) All materials required for Preliminary Plat (see preliminary plat application requirements).
- \_\_\_\_\_ 3) All materials required for Final Plat (see final plat application requirements).

A Minor Subdivision request is a lot division where each resulting parcel has no new streets or newly created rights of way. The platting process is expedited including both the Preliminary Plat and Final Plat and scheduled for a public hearing before the Planning and Zoning Commission. All property owners within a minimum of 500 feet of your lot line will be notified by mail, by the City, of the public hearing date and time. The Planning and Zoning Commission's recommendation will then be considered by the City Council.

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Minor Subdivision procedures can be found in Chapter 3 (Platting Requirements) of the Subdivision Regulations. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.