

Parcel Division Contents: Sub. Name _____	Applica nt or Applica nt's Represe ntive	Date Rec. County Public Works Office	County Public Works	County GIS	Comments
Name of Subdivision.					
Location of Subdivision					
Date of preparation.					
Map Scale.					
North arrow.					
Name of owner or owners.					
Boundary lines of subdivision.					
Format requirements					
Acreage of each lot or tract.					
Total number of acres and total number of lots.					
Excluded parcels labeled.					
None contiguous plats listed.					
If not public sewer, wording on plat.					
Street and lot layout.					
If not public sewer, wording on plat.					
If not public water, wording on plat.					
If no public maintenance on streets, wording on plat.					
Notes required by P & Z or BOCC					
Legal description of subdivision boundary					
Basis of bearings					
A tie to established, monumented land corner.					
Bearings, distances & curve data of all perimeter boundary lines					
Data on curves to re-establish curves on ground.					
Lots and Blocks number consecutively.					
Names of all streets					
Notarized certificate by all owners (including mortgage companies)					
Areas identified where improvements restricted.					
Permit numbers for surface & ground water.					

Statement addressing riparian use of water					
Statement addressing building standards					
Supporting Material:					
Completed copy Final Subdivision application and permit.					
Check for subdivision permit					
Fire District check					
Restrictive Covenants (if applicable)					
Homeowner's Association docs, (if applicable)					
Improvements & Service District docs. (if applicable)					
Water & Sewer District docs. (if applicable)					
Evidence that complies with zoning					
Attorney's title opinion etc.					
Public sewer drawings (if applicable)					
Public water drawings (if applicable)					
Data from test wells (if applicable)					
Ditch access (if applicable)					
Water Right information					
Engineered drawings of all streets					
Copies of easements or right-of-ways crossing adjoining properties					
State Highway permit (if applicable)					
Info on additional improvements (if applicable)					
Handling of common land (if applicable)					
Soil report					
Vacation document					
Utilities company docs					
Army Corp of Engineers report (if applicable)					
Letter from local fire district- that have met all fire district requirements					
Evidence of payment to other governing bodies (if applicable)					

Names, address of all owners of record of land contiguous to the boundary of subdivision.					
Self addressed, stamped envelopes for all contiguous land owners.					