

**SUBDIVISION PREAPPLICATION REQUEST FORM**

Please completely answer the following questions and attach required supporting documents. Upon receipt of a complete request form, a planner will contact you to schedule a preapplication conference.

1. **PROPERTY OWNER:** \_\_\_\_\_ **PHONE** \_\_\_\_\_

2. **SUBDIVIDER (if different):** \_\_\_\_\_ **PHONE** \_\_\_\_\_

3. **TECHNICAL ASSISTANCE:** \_\_\_\_\_ **PHONE** \_\_\_\_\_

4. **PROPERTY INFORMATION:** Tract/Lot \_\_\_\_\_ in Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Subdivision/ Lot, if any \_\_\_\_\_ Assessor's Number \_\_\_\_\_

Physical Address \_\_\_\_\_ Acres \_\_\_\_\_ Fire District \_\_\_\_\_

School District \_\_\_\_\_ Zoning \_\_\_\_\_ Neighborhood Plan \_\_\_\_\_

Adjacent Lot Sizes \_\_\_\_\_ Environmental Constraints \_\_\_\_\_

5. **PROPOSAL:**

Working Title of Subdivision \_\_\_\_\_ Number of Lots or Units \_\_\_\_\_

\_\_\_\_\_ First Minor (provide supporting documentation) \_\_\_\_\_ Subsequent Minor \_\_\_\_\_ Major

Check if any of following apply: \_\_\_\_\_ Condominiums \_\_\_\_\_ RV or Mobile Home Park \_\_\_\_\_ Campground

Uses: \_\_\_\_\_ Single-family \_\_\_\_\_ Townhouse \_\_\_\_\_ Duplex \_\_\_\_\_ Multifamily \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial

6. **ATTACHMENTS:** Please attach **all** of the following documents:

\_\_\_\_\_ **USGS topographic map** (8 1/2" x 11" minimum) showing minimum 1/2 mile radius recommended

\_\_\_\_\_ **Vicinity map** (8 1/2" x 11" minimum)

\_\_\_\_\_ **General site information:** please attach **all** applicable information

- |  |  |                                 |
|--|--|---------------------------------|
| ___ General location   | ___ Approximate boundaries of existing tract         | ___ Wildlife range              |
| ___ Natural features   | ___ Existing structures and public improvements      | ___ Steep Slopes                |
| ___ Existing Utilities   | ___ Known easements and rights of way                | ___ Wetlands                    |
| ___ Drainages/Swales   | ___ Water resources (rivers, streams, pothole lakes) | ___ 100-year floodplain, if any |
| ___ Documentation of the original tract of record as of July 1, 1973 |  |                                 |

\_\_\_\_\_ **Concept Plan** (11" x 17" minimum): please attach **all** applicable information

- |  |                                  |   |
|--|----------------------------------|---|
| ___ Tract and lot lines                      | ___ Building Sites, if necessary | ___ Location of Utilities (electric, water, sanitation) |
| ___ Existing buildings, driveways, and roads | ___ Proposed access              | ___ Proposed Public Improvements                        |
| ___ Easements and Right-of-Ways              |                                  |   |
| ___ Any parks, common areas, or open spaces  |                                  |   |

Thank you for providing a complete meeting request, allowing us to offer you a more accurate review of your application.  
Additional information may be requested at a later point.