

Subdivision Requirement Checklist

I. Pre-Review Requirements

The following documents and fees must be submitted to the Planning Department to initiate the plat review process.

A. Documentation

- **Warranty Deed:** Provide a copy of the deed to verify ownership.
- **Tax Certificate:** Current certificate showing no delinquent taxes.
- **Physical Plat Copies:** Four (4) full-size copies of the preliminary and/or final plats.
- **Digital Plat Copy:** One (1) PDF version of the plats.
- **Reduced Copy:** One (1) 11" x 17" reduced copy of the plats.
- **Drainage Plans:** Preliminary drainage plans and technical calculations.
- **Utility & District Proof:** Verification that the plat has been submitted to all applicable utility companies, Drainage District, Irrigation District, and County Engineering.

B. Initial Filing & Platting Fees

- **Filing Fee (Select based on acreage):**
 - \$100.00 for 10 acres or less.
 - \$150.00 for 10.1 to 50 acres.
 - \$250.00 for over 50 acres.
- **Re-plat Fee (if applicable):** \$250.00.
- **Subdivision Plat Fee:** \$600.00 base fee.
- **Per-Lot Fee:** \$30.00 x _____ (number of lots).

Fee Calculation Worksheet

Fee Description	Rate	Amount Due
Plat Base Fee	\$600.00	\$600.00
Per-Lot Fee	\$30.00 x ____ lots	\$
Filing Fee	\$100.00 – \$250.00	\$
TOTAL DUE		\$

II. Pre-Construction Meeting Requirements

The following fees must be calculated and paid in full prior to scheduling the pre-construction meeting.

- **Pre-Construction Meeting Fee:** \$100.00.
- **Material Testing Fee:** 3.5% of the total construction cost.
- **Development Inspection Fee:** 3% of the total construction cost.
- **Parkland Fees:** \$500.00 per lot.
- **Water Rights:** \$608.00 per meter/lot.

Fee Calculation Worksheet

Fee Description	Rate	Amount Due
Pre-Construction Meeting Fee	\$100.00	\$100.00
Parkland Fee	\$500.00 x ____ lots	\$
Water Rights	\$608.00 x ____ lots	\$
Inspection Fee	3% of Est. Cost (\$_____)	\$
Testing Fee	3.5% of Est. Cost (\$_____)	\$
Water Tap Fees		\$
Sewer Tap Fees		\$
TOTAL DUE		\$