



ADMINISTRATIVE SUBDIVISION OR RECONFIGURATION CHECKLIST

A completed application shall include:

- A signed and sealed land survey sketch that depicts:
 - (i) all existing boundaries of lots, parcels or tracts (such lots parcels or tracts being platted, as required hereinafter),
 - (ii) the location of all easements of record,
 - (iii) all existing physical improvements, and
 - (iv) such other information determined necessary by the City Manager

- A signed and sealed land surey sketch that depicts:
 - (i) any proposed lots parcels or tracts,
 - (ii) any proposed easements, and
 - (iii) any proposed dedication of land for lublic right-of-way or public parks

- legal descriptions of:
 - (i) any proposed lot, parcels, or tracts,
 - (ii) any proposed easements, and
 - (iii) any proposed dedication of land for public rights-of-way or public parks

- Application Fee: \$600

Standards for approval. No administrative subdivision or reconfiguration pursuant to Section 4 of Ordinance 5533 shall be approved unless each of the following standards are satisfied:

- All of the land subject to the application is currently platted pursuant to a subdivision plat of record

- The proposed lots will each meet all applicable requirements of the Code, and all applicable City Ordinances and standards

- the proposed lots can be adequately served by public infrastructure, and provide any necessary easements or rights to allow public infrastructure to cross over them

- the proposed lots will have adequate ingress and egress, and will not impede or impair adequate ingress and egress to other lots or tracts

Please refer to Ordinance 5533 for more information.