

FOR OFFICE USE ONLY

Fees received by: _____ Date of submittal: _____

Amount paid: _____ Receipt number: _____

Number of lots: _____ x **\$100.00** + Base fee: **\$750.00** = _____



CITY OF
SARATOGA SPRINGS

MINOR SUBDIVISION APPLICATION
Updated December 2015

Applicant & Project Information

PROJECT NAME: _____

Property owner: _____ **Contact Person:** _____

Address: _____ **City:** _____ **Zip:** _____

Phone: _____ **Cell:** _____

E-mail Address: _____

Applicant / Authorized Agent: _____

Address: _____ **City:** _____ **Zip:** _____

Phone: _____ **Cell:** _____

E-mail Address: _____

Engineering Firm: _____ **Contact Person:** _____

Address: _____ **City:** _____ **Zip:** _____

Phone: _____ **Cell:** _____

E-mail Address: _____

General location of the property: _____ **Zoning:** _____

Surrounding land uses: _____

Size of the subject property: _____ **Number of proposed lots:** _____

Supporting Materials

In an effort to provide the best service and most efficient review of your application, no planning application will be accepted unless an appointment is made and the application is determined to be complete, containing all items on the application checklist. To schedule an application submittal appointment, please contact the Planning Department Administrative Assistant at 801-766-9793 x126.

Plans will be routed for review the first business day after they are received. Once routed, most applications will receive a response within 10 business days. A Comment Review Meeting (CRM) may be scheduled 10 business days after the plans are routed and are generally held Thursday mornings. Reviews may occasionally take longer for large projects or those with complex circumstances; in these instances the City will notify the applicant of the extended review period.

Staff Use Only:

- Anticipated review of 10 business days Anticipated review of more than 10 business days

19.12.07. Minor Subdivision Approval Procedure.

Applications to subdivide a parcel into a maximum of four parcels may follow the process described herein as the Minor Subdivision Approval Procedure. The process of effectuating the subdivision of land as a Minor Subdivision shall commence with the submission of a complete Minor Subdivision application to the City. Upon receipt of an application for a Minor Subdivision approval, the following process shall be followed and criteria met:

1. Limitations

1. A Minor Subdivision is a one-time process. To ensure adequate infrastructure, lots contained in an existing recorded subdivision plat are not eligible to apply for an additional Minor Subdivision.
2. The minimum lot size for lots created through a Minor Subdivision shall be one acre, or the minimum allowed by the zone, whichever is greater.
3. Lots created through a Minor Subdivision may not be buildable until all other applicable State and local requirements are met.
2. **Complete Application.** The Planning Director and City Staff shall have ten business days to determine whether the application is complete. The applicant shall be notified in writing if the application is complete and, if incomplete, shall be notified of the reasons why the application is deficient.
3. **DRC Review.** Once an application is deemed to be complete, the Development Review Committee shall complete a review of the proposed plat and provide comments to the Planning Director.
4. **Approval.** The Planning Director shall review the proposed Final Plat to determine whether it is in compliance with the City Code.
 - a. If the proposed plat complies, the Planning Director shall approve the plat and authorize the Mayor to sign the plat.
 - b. If the proposed plat fails to comply, the Planning Director shall deny the plat, or may continue the decision and return it to the developer along with a written list of deficiencies that must be corrected before the Planning Director will authorize the Mayor to sign it.

- c. The Planning Director is specifically charged with ensuring that all significant conditions required for plat approval have been resolved before taking final action.
5. **Recordation.** The City Recorder, or designee, shall be responsible for recording subdivision plats. The subdivider shall pay for all recording fees at the time of recordation. No Final Plat shall be recorded unless and until the plat is properly approved, signed, and accepted by the City.
6. **Application Requirements.** Applications for Minor Subdivision plats shall include the following items:

Applicant Use	City Staff Use	
		<i>Please check the applicable box to indicate the materials have been included with the application.</i>
		a. Application form, applicant certification (attached), and application fee.
		<input type="checkbox"/> Fee: <i>CASH OR CHECK ACCEPTED</i> Number of lots: _____ x \$100.00 + Base fee: \$750.00 = _____
		b. Current title report. The Title Report shall be current within 30 days of recordation and must demonstrate that the proposed minor subdivision has not been involved in any prior subdivision.
		c. Plat. Three full-size 24" x 36" copies of the Minor Subdivision Plat at a scale no smaller than 1" = 100' and two 11" x 17" reductions. The Plat shall conform to the City's standard plat layout. Minor Subdivision Plats should conform to all of the requirements for Final Subdivision Plats layouts as provided in section 19.12.03
		d. Electronic drawings. A disk with PDF copies of the Minor Subdivision Plat.
		e. A shapefile of the proposed plat including lot line(s), lot number(s), and road centerline(s).

Applicant Acknowledgment:

I hereby certify that I have read the information contained in this application form and that I have provided the required application materials.

Applicant's Signature: _____ **Date:** _____

Applicant Certification

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that the City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with Resolution No. R 08-21 and R 11-22. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Property Owner's Name: _____

Property Owner's Signature: _____ Date: _____

Applicant's Name: _____

Applicant's Signature: _____ Date: _____