

Final Subdivision Application (Instructions)

WHAT TO DO:

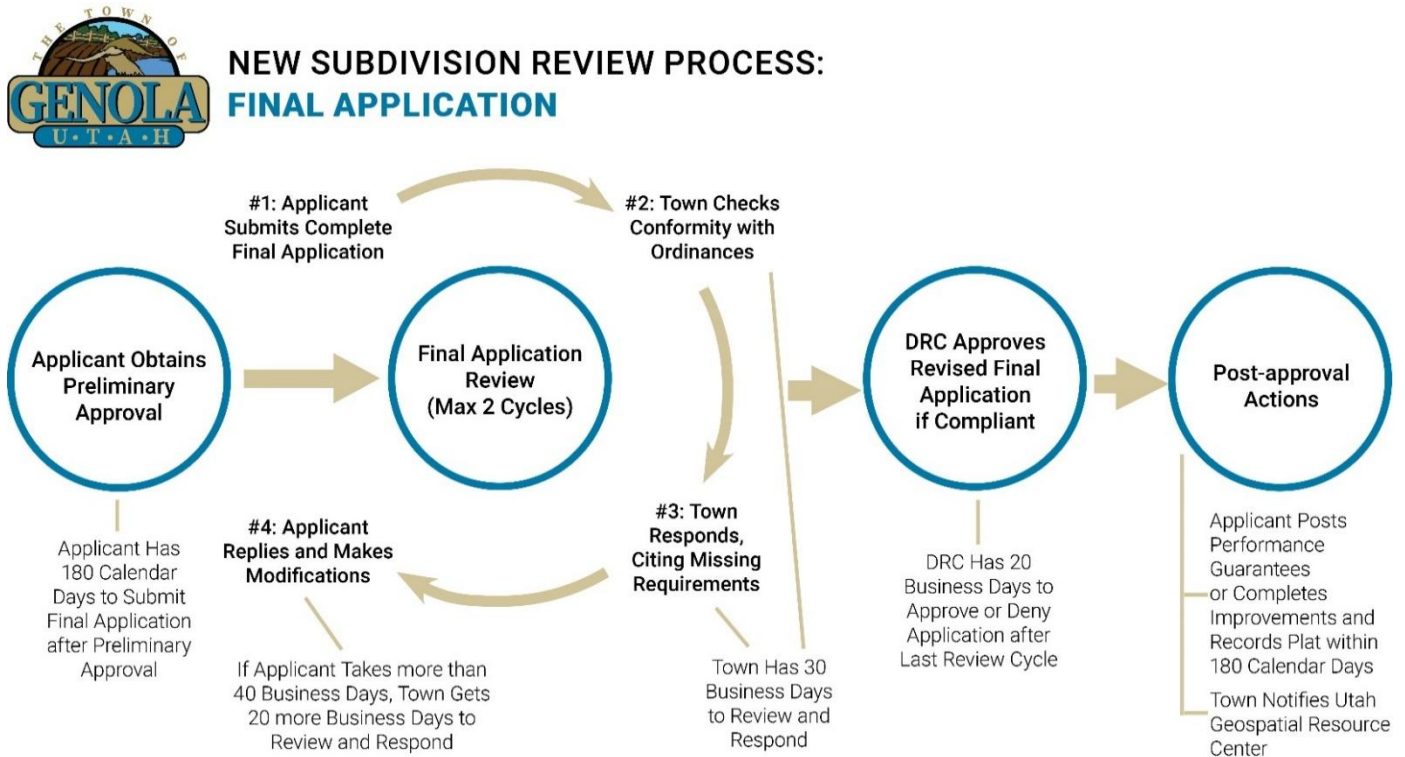
Submit this completed checklist and all supporting documents to the Town's Staff (depclerk@genoalut.gov). Pay the application fee outlined in the Genola Town fee schedule. A completed and approved preliminary application must be completed before a final subdivision application may be submitted.

All application materials should be delivered to the Town office.

WHAT TO EXPECT:

Town staff will review your application and determine whether it is complete. If your application is complete, or if the Town decides to waive the incomplete requirements, the Development Review Committee will review and respond to your application within **30 business days**. You may be required to revise your application to conform to Town ordinances or standards or to better protect the health and safety of Genola Town residents.

The subdivision application process is governed by Chapter 20.08 of the Town's municipal ordinances. The flowchart below summarizes this process.



Final Subdivision Application



Name of Proposed Subdivision: _____

County Tax Parcel Number: _____

Current Zoning of Property: _____

THIS BOX IS FOR OFFICIAL USE ONLY:

Date Received: _____

Receipt #: _____

Amount Paid: _____

----- CONTACT INFORMATION -----

<p align="center">Applicant Information</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p align="center">Property Owner #1 Information</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>
<p align="center">Property Owner #2 Information (If Applicable)</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p align="center">Property Owner #3 Information (If Applicable)</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>

If the property to be subdivided has more than three owners, attach supplemental information for remaining owners.

----- FINAL DOCUMENT CHECKLIST -----

- 1 _____ **Land Use Authority approval** of the applicant's preliminary application, given within the last 180 calendar days.
- 2 _____ The **approved land use application** that was accepted during the preliminary application review process.
- 3 _____ **A final plat.** The final plat should be the version of the preliminary plat approved by the Town during the preliminary application review process, plus any other additions and immaterial changes (e.g., formatting) necessary to comply with the recording requirements of the County Recorder's Office.
- 4 _____ A **completion assurance** for all public improvements required by the approved improvement plan, OR a statement that such improvements will be completed before development occurs on the proposed subdivision, OR an approval letter from the Town Public Works Director for the installed improvements.
- 5 _____ **Proof of deposit** for the required Installation Guarantee, Improvement Warranty, and Road Resurfacing Fee, if applicable.
- 6 _____ **Certifications**, including:
 - a _____ A Title Report, Abstract of Title, Registered Property Certificate, or Title Insurance Policy for the land to be subdivided verifying property ownership.

- b _____ A Tax Clearance Certificate from the state indicating that all taxes, interest, and penalties owing on the land have been paid.
- c _____ An affidavit from the applicant certifying that the submitted information is true and accurate [EXAMPLE ON PAGE 3].
- d _____ The signature of each owner of record of land described on the plat, signifying their consent to the final subdivision application [EXAMPLE ON PAGE 4].

7 _____ **Binding dedication documents and agreements**, including:

- a _____ As applicable, formal, irrevocable offers for dedication by the owners of the land to the Town of streets, Town uses, utilities, parks, easements, or other spaces.
- b _____ If the plat is to be part of a community association, signed and binding documents conveying to the association all common areas.
- c _____ A draft agreement with the Town of Genola regarding permission, terms and conditions for extensions and connections to the Town of Genola's water system.

8 _____ **Copies, including:**

- a _____ One electronic copy of the final plat in AutoCAD format (DWG or DXF), Geodatabase format (GDB), or Shapefile format (SHP), with a projection assigned to the file(s) and with the proper metadata that describes what coordinate system/projection the data is assigned to; and
- b _____ A PDF document of the final plat and all other plans and supporting documents.
- c _____ The official, recording-ready copy of the final plat. The final plat shall be prepared on a sheet of approved tracing linen or Mylar to the outside or trim line dimension of twenty-three (23) by thirty-six (36) inches and the border line of the plat shall be drawn in heavy lines, leaving a space of at least one and one-half (1½) inches margin on the left-hand side of the sheet for binding, and not less than one-half (1/2) inch margin in from the outside or trim line around the other three sides or edges of the sheet. The plat shall be so drawn that the top of the sheet either faces North or West, whichever accommodates the drawings best. All lines, dimensions, and marking shall be made with approved waterproof black "India Drawing Ink," or equivalent. The actual map shall be made on a scale large enough to clearly show all details, and workmanship on finished drawings shall be neat, clean cut, and readable.

9 _____ **Fees:** Payment of any final-application-processing fees required by the Town, plus the cost of any engineering or legal review required by the application.

10 _____ Any other information required by the Development Review Committee to ensure compliance with Town ordinances and approved standards and specifications for construction of public improvements and to protect the health and safety of Town residents.

----- **EXAMPLE CERTIFICATIONS** -----

[See following pages.]

APPLICANT'S AFFIDAVIT – FINAL SUBDIVISION APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

I, _____ (applicant/agent name), 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. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Genola Town may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Genola Town Subdivision Ordinance and that items and checklists contained in this application are basic and to the minimum requirements only and that other requirements may be imposed to ensure compliance with municipal ordinances and approved standards and specifications. Additionally, I agree to pay all fees associated with this application, as set by the currently adopted Genola Town Consolidated Fee Schedule.

Signed:

Applicant/Agent

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal:

PROPERTY OWNER’S CONSENT & DEDICATION – FINAL SUBDIVISION APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

We certify under penalty of perjury that we are the sole owners of the property proposed to be subdivided and that we have thoroughly reviewed the final subdivision application. We hereby consent to this final subdivision application and, contingent on Town approval of the final application, we irrevocably dedicate all portions of the property to the public that are so indicated in this application (including streets, Town uses, utilities, parks, easements, or other spaces). We further consent to agents of the Town entering onto the subject property for the purpose of making any inspections required by this application or related improvements.

Signed:

Property Owner #1

Date

Property Owner #2 (if applicable)

Date

Property Owner #3 (if applicable)

Date

Subscribed and sworn to before me:

Notary Public

Date

Notary Seal: