



MINOR SUBDIVISION APPLICATION

NOTICE: Fees for this application are collected at the time of submission

		Application Date:	Case No:		
Site Information		Site Address:			
		Legal Description:			
Legal Description <i>(office use only)</i>	PIN:	Lot Number:	Subdivision:	Zoning:	
Legal Owner Information		Name:			
Address:		City:		State:	
Email Address:		Phone Number:		Zip:	
Project Interest (owner, potential buyer, consultant, etc.):					
Surveyor Information		Name (Contact Person) :			
Name (Company)					
Address:		City:		State:	
Email Address:		Phone Number:		Zip:	
Project Information		Zoning:		Number of Proposed Lots:	
Project Description: _____					

By signing this application form, I hereby acknowledge that the information I have provided is complete and accurate to the best of my knowledge. Furthermore, I acknowledge my responsibility to conform to the applicable federal, state, and local regulations pertaining to the project described by this application and attachments. I also understand that this application will expire within 180 days of the date of my signing, unless extended in writing by the BUILDS Department.

Date: _____ Name (please print): _____ Signature: _____

MINOR SUBDIVISION INSTRUCTIONS

Please include the following documents with the **Minor Subdivision Application**:

- Minor Subdivision Application:** Completed and signed Minor Subdivision Application.
- Survey:** (3) full-size paper copies of the Survey; digital copy (PDF) of the Survey emailed to the Principal Planner at the time of application.
- Deed.** Copy of current Deed indicating property ownership.
- Fees:** The fee for a **Minor Subdivision Application** includes:
 - **Application Fee:** \$175 (due at time of Application)

Minor Subdivision Process:

- Pre-Application Meeting:** A Pre-Application Meeting with the Technical Review Team (TRT) is not required but is encouraged.
- Application:** A completed Application, including the Deed, Survey(s), and Fee.
- Review:** The Technical Review Team (TRT) will review the proposed Minor Subdivision and provide the Applicant and their Design Professional with Review Comments and/or Approval; the TRT will review subsequent Submittals for final review of all requirements of the Minor Subdivision Ordinance.
- Signatures:** Upon Approval, the BUILDS Staff will coordinate with the Owner to obtain signatures on the Survey (Notary required).
- Greene County Recorder's Office:** Once signed by all applicable parties, the Applicant must have the Survey recorded at the Greene County Recorder's Office.

References:

Republic Municipal Code: Article II Minor Subdivisions: <https://www.ecode360.com/27791088>

Community Development Major Project Tracker Map: Since its inception, this tool maps and tracks the progress of all completed and ongoing development projects throughout the City. Information and photographs can be found for everything from new subdivisions to new commercial buildings. This link will take you to the [Major Project Tracker page](#), which includes instructions for use.

Planning & Zoning Agenda Tracker Map: A great number of items come through the Community Development Department that end up in front of the Planning and Zoning Commission and/or City Council. From Annexations to Final Plats, the [P&Z Agenda Tracker](#) provides information on all of these items, and more, as well as their mapped location, current status, and links to Staff Reports and Exhibits.

Online Community Map: The [Community Map](#) is an up-to-date view of our City that includes access to important information like property ownership, floodplain and sinkhole locations, subdivision plats, and much more. It is constantly kept up-to-date so you will be too! Stay tuned for new aerial photography to be added. This new imagery was taken in March and April of 2020 and is the result of a cooperative effort between a number of cities and counties in the region.