

# SUBDIVISION EXEMPTION CHECK LIST

## THE FOLLOWING ITEMS MUST BE SUBMITTED ALONG WITH THE APPLICATION:

*Please include this checklist with your application*

- \_\_\_\_\_ 1. Completed Application
- \_\_\_\_\_ 2. Proof of ownership by deed (1 copy)
  - Deed of Conservation Easement—If applicable (1 copy)
- \_\_\_\_\_ 3. Plot plan (drawn to scale) of the subject property.
- \_\_\_\_\_ 4. A non-refundable application fee of \$100.00 is due at the time the application is submitted to the Land Use Office. If payment is by check please make the check payable to Prowers County Land Use.
- \_\_\_\_\_ 5. Applications are due by the 21<sup>st</sup> of each month to the Prowers County Land Use Office.
- \_\_\_\_\_ 6. The Application will be presented at the next Planning Commission Meeting if all documentation is received. The Planning Commission meetings are held on the 2<sup>nd</sup> Wednesday of each month.
- \_\_\_\_\_ 7. After approval of the Planning Commission a Survey must be done.
- \_\_\_\_\_ 8. Return the completed Survey (Mylar and three paper copies) to the Land Use Office.
  - The Owner must sign all the copies of the Survey, as applicant.
  - **YOU MUST SIGN THE SURVEY EXACTLY AS HOW YOUR NAME APPEARS ON THE DEED.**
- \_\_\_\_\_ 9. A \$13.00 recording fee is due at the time the Survey is returned to the Land Use Office. If payment is by check please make the check payable to the Prowers County Clerk.

## PROCEDURES THAT WILL OCCUR AFTER THE LAND USE OFFICE RECEIVES THE SURVEY

1. The Land Use Office will have the Survey signed by the Planning Commission Chairman.
2. The Land Use Office will schedule a meeting with the Board of County Commissioners at their next regular scheduled meeting to present the Survey for approval and signatures.
3. After the County Commissioners Approval, the County Clerk will record the Mylar copy of the Survey. The three paper copies of the survey will be returned to the Land Use Office.
  - One copy will be placed in the Map Deposit Box at the Land Use Office.
  - Two copies will be returned to the Applicant.
4. After the Mylar copy of the Survey has been recorded in the Clerk's office changes may be made to the Deed(s).

**THE ABOVE CHECKLIST IS PROVIDED FOR THE CONVENIENCE OF THE APPLICANT AND SHOULD NOT BE USED TO DETERMINE COMPLETENESS OF AN APPLICATION UPON STAFF REVIEW, ADDITIONAL INFORMATION MAY BE REQUIRED.**



