

APPENDIX B

CARBON COUNTY APPLICATION FOR SUBDIVISION

A. GENERAL INFORMATION	
Name of Subdivision	_____
Location (nearest town)	_____
Rural Address	_____
Legal Description (1/4 section)	_____
Name of Owner(s)	_____
Address	_____
Phone	_____
Name of Agent	_____
Address	_____
Phone	_____
Surveyor	_____
Address	_____
Phone	_____
Engineer	_____
Address	_____
Phone	_____

B. DESCRIPTIVE DATA	
Total area in acres	_____
Number of lots or rental spaces and total acreage of lots	_____
Total acreage of lots	_____
Minimum size of lots	_____
Maximum size of lots	_____
Total acreage in roads	_____
Total acreage in parks, open space, and/or common facilities	_____
Current Land Use	_____
Existing Zoning	_____
Existing Covenants, Easements, Rights of First Refusal, or Deed Restriction	_____
(Type and Description)	_____
School District	_____
State or County Road Access	_____
Fire Department that Services the Property	_____
Type of Water Supply System	<input type="checkbox"/> Individual well <input type="checkbox"/> Individual cistern <input type="checkbox"/> Individual surface water supply or spring <input type="checkbox"/> Shared well (2 connections) <input type="checkbox"/> Multiple-user water supply system (3-14 connections and fewer than 25 people) <input type="checkbox"/> Service connection to multiple-user system <input type="checkbox"/> Service connection to public system <input type="checkbox"/> Extension of public main <input type="checkbox"/> New public system (15 or more connections or serving 25 or

	more people)
Type of Wastewater Treatment System	<input type="checkbox"/> Individual wastewater treatment system <input type="checkbox"/> Number of bedrooms (3 bedrooms will be used if unknown) <input type="checkbox"/> Shared wastewater treatment system (2 connections) <input type="checkbox"/> Multiple-user system (3-14 connections and fewer than 25 people) <input type="checkbox"/> Service connection to multiple-user system <input type="checkbox"/> Service connection to public system <input type="checkbox"/> Extension of public main <input type="checkbox"/> New public system (15 or more connect. or serving 25 or more)
Solid Waste Disposal Site	_____

Proposed Use and Numbers of Lots or Spaces	<input type="checkbox"/> Residential, single family <input type="checkbox"/> Residential, multiple family Number of units _____ <input type="checkbox"/> Type of multiple family structure (e.g. duplex) _____ Number of units _____ <input type="checkbox"/> Planned unit development Number of units _____ <input type="checkbox"/> Condominium Number of units _____ <input type="checkbox"/> Mobile home park Number of units _____ <input type="checkbox"/> Recreational vehicle park Number of units _____ <input type="checkbox"/> Commercial or industrial <input type="checkbox"/> Other (please describe) _____
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C. APPLICATION MATERIALS	
	<p>The following materials must be included with the application. The applicant is advised to carefully review the requirements of Section V (Design and Improvement Standards) to ensure that the materials adequately address and conform to the requirements of that section.</p> <p>Fifteen (15) copies of this application, with each copy including all required materials and information, must be submitted to the Planning Office. The copies should be bound in sets, ready for distribution. All copies of the plat, and other oversize material shall be folded to approximately 8.5-9 inches x 11 inches in sets ready for distribution.</p>
Identify location of item in the application by page # or other	Required Item
_____	The required fee. See fee schedule. Fee = _____.

_____	Signed Consent to Subdivide Forms (as applicable). (Use form in Appendix D. Signatures must be notarized.)
_____	Title Guarantee.
_____	Adjoining Property Owner Information. Certified list of adjoining property owners each purchaser of record under contract for deed of property immediately adjoining the land included in the plat and addresses, and property description (including those areas across public rights-of-way and/or easements). Application must include a vicinity map showing the ownership of lands adjacent to the subdivision.
_____	If the subdivision is proposed for review as the first minor subdivision from a tract of record, the application must include documentation that the subdivision qualifies as a first minor subdivision.
_____	Environmental Assessment (for major subdivisions) – See Appendix C for form
	OR
_____	Summary of the Probable Impacts (for first minor subdivisions only) – See Appendix J for form
_____	Water and Sanitation Information (See Appendix A).
_____	Drainage Plan (See Appendix A)
_____	Water Rights Disposition. The applicant must provide information on existing water rights and how they will be allocated or otherwise distributed. (Refer to requirements in Section V.) If there are no water rights associated with the property, the application should include a statement to that effect and provide associated documentation.
_____	Legal Access. Describe the legal access to the subdivision. Identify the public road or roads that will provide legal access to the subdivision. Provide copies of easements or proposed easements to provide legal access to the subdivision, if applicable.
_____	Fire Suppression Plan. (Refer to requirements in Section V—the plan must meet the requirements of this section.)
_____	Weed Management Plan. A Weed Management and Revegetation Plan approved by the Weed Department for control of weeds upon preliminary plat approval and during construction of improvements.
_____	Documentation that subdivider has submitted the subdivision application materials to public utilities, agencies of local, state and federal government, and any other entities identified during the pre-application meeting. Include copies of any responses from those agencies.
_____	Restrictive Covenants and Property Owners' Association Articles of Incorporation and Bylaws. If common property is being dedicated to a property owners' association or otherwise to be maintained or operated by the association, this information must be submitted. (Refer to Section V for requirements.) If no covenants or property owners' association is being

	proposed, a statement to that effect should be included in the application.
	Subdivision Improvements Agreement (SIA). If the applicant is proposing to complete required improvements after final plat, an SIA and Financial Guarantee must be drafted and conform to the requirements of these subdivision regulations. (See Section III-C-4 and use the forms in Appendix G). If no improvements are proposed after final plat, the application should include a statement to that effect.
	Drafts of appropriate certificates. (See Appendix D.)
	If the tract of land is to be subdivided in phases, the subdivider must provide an overall development plan indicating intent for the development of the remainder of the tract.
	If the subdivision does not meet the design criteria of Section V, a written request for a variance must be included with the application. (Refer to Section VIII-B for information on what should be included in a variance request.)
	A copy of each oversized map and plat sheet reduced to 8.5 inches x 11 inches or 11 inches x 17 inches.
	Preliminary Plat. This should be prepared to conform to the requirements in Appendix A.

I hereby affirm that all the statements and information contained herein and the statements and information contained in all exhibits transmitted herewith are true. I hereby apply to the Carbon County Commission for approval of the preliminary plat of this subdivision and grant permission for County Officials and reviewing agency officials to enter the subject property described above.

I understand that it is my responsibility to provide surveyors, engineers and attorneys with dates of meetings, copies of staff reports, board reports, and findings of fact. The Carbon County Planning Office will provide the above reports to duly designated agent, rather than to me, if such agent is identified on the first page of this application form.

NOTE: All owners of record, and all those with a recorded interest in the parcel to be subdivided (e.g., mortgagors and lienholders) must sign the application form or a “Consent to Subdivide Form” which must be included with this application.

Owner of Record Date Print Name

Owner of Record Date Print Name

CARBON COUNTY FINAL PLAT APPROVAL APPLICATION

A. GENERAL INFORMATION		
First Minor: _____	Second Minor: _____	Major: _____
Name of Subdivision	_____	
Name of Owner(s)	_____	
Address	_____	
Phone	_____	
Name of Agent	_____	
Address	_____	
Phone	_____	
Surveyor/Engineer	_____	
Address	_____	
Phone	_____	
Location (nearest town)	_____	
Rural Address	_____	
Legal Description (1/4 section)	_____	
B. DESCRIPTIVE DATA		
Date of Preliminary Plat Approval	_____	
Total area in acres	_____	

Number of lots and total acreage of lots	_____
Existing Zoning	_____
School District	_____
Fire Department that Services the Property	_____

C. APPLICATION MATERIALS	
_____	The required fee. See fee schedule. Fee = _____.
_____	Numbered and narrative response describing how and where each condition of preliminary approval was satisfied by the subdivider.
_____	Final Plat that complies with the requirements of the Uniform Standards for Final Subdivision Plats.
_____	Three (3) copies are required, being either a cloth back and Mylar or two Mylar copies (or equal thereof) of permanent quality and one paper copy. All copies must be complete including seals and signatures.
_____	All certificates with the exception of those of the Commission and Clerk and Recorder, shall be complied with, signed, and notarized.
_____	Documents which satisfy the conditions for final plat approval:
_____	Covenants, bylaws, restrictions and articles of Incorporations for Property Owner's Association.
_____	Covenants or deed restrictions required by the Commission.
_____	Certification by the MDEQ that it has approved the plans and specifications for sanitary, water, and storm water facilities when required, and the local approval issued by PCEHD.
_____	Improvements agreement and financial security, if required improvements are to be installed after the filing of the final plat.
_____	Fire Protection Plan approved by the Fire Protection Authority with Jurisdiction.
_____	Easements, Road, Conservation, Irrigation, Access, etc.
_____	MDOT access or encroachment permit (copy only) for subdivision road access to state highway.
_____	Carbon County Road Work Permit.

I hereby affirm that all the statements and information contained herein and the statements and information contained in all exhibits transmitted herewith are true. I hereby apply to the Carbon County Commission for approval of the final plat of the _____ Subdivision.

Owner of Record

Date

Agent
With Power of Attorney from Owner of Record

Date

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