



CHECKLIST FOR ADMINISTRATIVE SUBDIVISION

STAFF REVIEW:	
	<p>Staff can create up to five (5) new lots from an existing tract of record provided the property is in a recorded subdivision and the <i>Subdivision Regulations</i> and the <i>Zoning Ordinance</i> are being met.</p> <p>Staff can create new lots by combining lots or adjusting property lines provided the <i>Subdivision Regulations</i> and the <i>Zoning Ordinance</i> are being met.</p>
	<p>Submit four (4) sketches (five (5) if there are existing structures on the lot) of the proposed lot division, property line adjustment, or lot combination (only four (4) sketches are needed for lot combinations.) A preliminary sketch can be hand drawn. It should depict the proposed administrative subdivision and include legal descriptions if possible.</p>
	<p>Include a contact person's name, address and phone number with the sketch or submit a completed application.</p>
	<p>Submit \$210.00 non-refundable processing fee. Recording fees will be required later.</p>
	<p>Staff will review and notify the contact person as soon as possible concerning all requirements to finalize the request.</p>
	<p>Required sanitary sewer, sidewalk and private storm water detention facilities must either be completed or adequate assurances for their completion must be made in accordance with the <i>Subdivision Regulations</i> prior to the approval of the administrative subdivision.</p>
FINAL ACTION:	
	<p>All required items identified during staff review shall be completed or adequate assurances (escrowed with Public Works) for their completion.</p>
	<p>A signed application by the current property owner. The name of the owner must be listed as it is on the deed of the property.</p>
	<p>All recording fees are paid for each document which will be recorded. The recording fees for each document are \$24.00 for the first page and \$3.00 for each additional page.</p>
	<p>A copy of a survey is submitted which illustrates the new lot(s) and any new easement which was required for the administrative subdivision. Requirements for the survey are listed below. (No survey is required for lot combinations combining a lot of record in a recorded subdivision, or, if all properties involved in a property line adjustment are undeveloped lots of record in a recorded subdivision.)</p>
SURVEY:	
	<p>Upon receiving the application, other necessary forms, fees, survey, and upon completion of required improvements, if any, or assurances for their completion, staff will prepare a certificate of approval and record it with the Greene County Recorder's Office.</p> <p>The survey shall depict or provide the following:</p> <ul style="list-style-type: none"> _____ The precise nature, location and dimensions of the existing and proposed lots; and _____ The exact location and distances of all structures and other physical improvements in relation to proposed lot lines; and _____ The legal description of all existing and proposed tracts; and _____ The amount of square footage contained in each existing and proposed tract; and _____ All existing easements, streets, sewers, sewer laterals, utility lines, alleys and access restrictions. If granted by a separate instrument, the recording information shall be provided; and _____ All platted building setbacks; and _____ All platted easements, streets, alleys or other public rights-of-way that have previously been vacated or relinquished, the ordinance number or recording information for each vacation or relinquishment shall be provided; and _____ Names of all abutting streets including location of right-of-way center line; and _____ Zoning District of subject property and adjacent properties. <p>The survey shall be reviewed for compliance with the <i>Subdivision Regulations</i>.</p>