

FOR OFFICE USE ONLY

Fees received by: _____ Date of submittal: _____

Amount paid: _____ Receipt number: _____

Number of lots: _____ x **\$100.00** + Base fee: **\$750.00** = _____

Newspaper Public Notice Fee: Number of advertisements x **\$75.00** = _____

Initial review, all of the required supporting materials have been provided:



MINOR SUBDIVISION APPLICATION UPDATED JUNE 24, 2008

Applicant & Project Information

Project name: _____

Property owner: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

E-mail address: _____

Authorized agent: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

E-mail address: _____

Engineer: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

E-mail address: _____

General location of the property: _____

Size of the subject property: _____ Number of lots: _____

Surrounding land uses: _____

Zoning: _____

Supporting Materials

Chapter 19.12.070 of the Development Code requires the Minor Subdivision application to submit the following supporting materials. Chapter 19.12.070 from the Saratoga Springs Land Development Code also enumerates specific details surrounding the submittal of supporting materials.

1. Signed Easements. Signed easements and/or agreements with adjacent property owners for necessary off-site facilities or other matters pertinent to the subdivision if not already submitted.
2. Incorporation Papers and Bylaws. Home Owners Association incorporation papers and bylaws, if any shall be submitted.
3. Declaration of Covenants, Conditions, and Restrictions. Declaration of covenants, conditions and restrictions, if any shall be submitted.
4. Title Report. Two copies of the updated Title Report, current within 60 Days, shall be submitted for approval.
5. Water Rights. Evidence of water rights and compliance with the City's water utility ordinance shall be submitted.
6. Final Subdivision Plat. Five full-size sheets (24" x 36"), seven reduced (11" x 17") copies, and an electronic PDF of the Final Plat shall be submitted, additional copies will be required when the application is placed on a Planning Commission agenda. For detail elements that should be included on the Final Plat reference the Excerpts From the Saratoga Springs Land Development Code section.
7. Electronic Drawings. An electronic copy of all drawings in a PDF format shall be submitted.
8. Fee. The processing fee of \$750.00 plus \$100.00 per lot shall be paid in full. A Newspaper Public Notice Fee of \$75.00 per advertisement shall be paid in full.

Applicant Certification

I 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. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that The City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with Resolution No. 99-01218-01. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof. **Further I understand that any permit granted by the City Council will expire one (1) year from the date the approval was granted.**

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____