

## Application for Subdivision Requests

(Page 1 of 2 - submittal requirements on Page 2)

**Applicant:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_ Applicant Phone #: \_\_\_\_\_

**Engineering Firm:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Engineer E-mail: \_\_\_\_\_ Engineer Phone #: \_\_\_\_\_

**Property Owner** \_\_\_\_\_ **Property Owner Contact** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner E-mail: \_\_\_\_\_ Property Owner Phone #: \_\_\_\_\_

**Request (include any Variance, Waiver or Substitution of Requirements associated with the Request):** \_\_\_\_\_

**Acreeage:** \_\_\_\_\_ **Acreeage to be Developed:** \_\_\_\_\_ **Number of Lots:** \_\_\_\_\_

**Title of Plat** (All plat names must be approved by the Department prior to submittal): \_\_\_\_\_

**Property Address** (if assigned): \_\_\_\_\_

**Property Location:** \_\_\_\_\_

**For Department Use Only:**

**Submittal Requirements (per Page 2)**

**Date Received** \_\_\_\_\_

**Received By** \_\_\_\_\_

- Certified Plat - \$250.00
- Engineering Change Order - \$100.00
- Final Plat - \$250.00
- Layout Plat - \$500.00
- Preliminary Plat - \$1,000.00
- Variance/Waiver

- \_\_\_\_\_ application fee
- \_\_\_\_\_ complete application
- \_\_\_\_\_ 5 copies of plat folded individually
- \_\_\_\_\_ 5 copies of construction plans folded individually
- \_\_\_\_\_ A .pdf of the plat on a CD with the project name indicated
- \_\_\_\_\_ A notarized Public Hearing Form
- \_\_\_\_\_ A closure tape
- \_\_\_\_\_ Title Opinion
- \_\_\_\_\_ Site assessment information
- \_\_\_\_\_ Drainage Report

**Case #** \_\_\_\_\_

Existing Zoning District: \_\_\_\_\_

WSMP Place Type: \_\_\_\_\_

Flood Zone \_\_\_\_\_

Historic District \_\_\_\_\_

Concurrent Application: \_\_\_\_\_

I, \_\_\_\_\_ (Print Property Owner) am the property owner of the subject property and have read and understood all statements including the filing requirements. I hereby affirm that this application may be denied, modified, or approved with modifications and/or contingencies and that such modifications and/or contingencies must be complied with prior to issuance of building permits. I hereby authorize \_\_\_\_\_ (Print Applicant) to act as representative in all matters concerning this application.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Application for Subdivision Requests

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### Subdivision Application Requirements

**All Applications for Subdivision Requests shall include the following at the time of submittal:**

1. One copy of the completed, signed application
2. The application fee
3. Five copies of the subject plat folded individually
4. A table identifying each lot by number and square footage shall be provided on the plat. The average residential lot size shall be provided in the table. The purpose of each lot not intended for sale should be identified.
5. The name of each utility provider
6. A notarized list of adjoining property owners
7. A .pdf of the plat and/or plans on a CD with the project name indicated

**The following additional items will be required dependent on the application request and must also be submitted at the time of initial application submittal:**

#### **Layout Plat**

8. Site Assessment Map (hard copy and .pdf)
9. Site Assessment Report (hard copy and .pdf)
10. Geotechnical Investigation and Testing Plan (hard copy and .pdf)

#### **Preliminary Plat**

11. Five copies of the construction plans folded individually
12. A drainage report (hard copy and .pdf)
13. A closure tape (hard copy and .pdf)

#### **Certified Plat or Final Plat**

14. A closure tape (hard copy and .pdf)
15. Title Opinion

### Engineering Change Orders for Subdivisions Application Requirements

1. One copy of the requested change order
2. The change order plan must have the changes bubbled and noted on all drawings

**Appointments must be made on the submittal date to submit your plans. Please contact Johnny Blizzard at 256-772-5637 or [johnny.blizzard@madisonal.gov](mailto:johnny.blizzard@madisonal.gov) to schedule your appointment between the hours of 8:00 a.m. and 4:00 p.m.**

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Signature of Applicant

Date