

## SUBDIVISION PRE-APPLICATION MEETING

Please bring the following information to the pre-application meeting:

- I. The sketch, which may be drawn directly on a print of an enlarged topographic map of the area proposed for division at a scale of 1 inch to 400 feet or larger that is adequate to show the property, and include the following:
  - A. existing structures and improvements;
  - B. existing utility lines and facilities serving the area;
  - C. existing easements and rights of way;
  - D. existing agricultural water facilities (such as irrigation ditches).
  - E. Information about the **proposal**, including:
    1. tract and lot boundaries;
    2. public and private improvements (such as common areas with structures);
    3. location of planned access, utility lines and other facilities;
    4. easements and rights of way; and
    5. parks and open space, and conservation easements.
- II. Other written information about the site, including:
  - A. legal description;
  - B. current land use(s);
  - C. adjacent land use(s);
  - D. approximate boundary of existing tract(s) of record;
  - E. description of general terrain;
  - F. natural features on the land, including water bodies, floodplains, geologic hazards and soil types;
  - G. existing covenants or deed restrictions;
  - H. ownership information, such as a deed, option to buy or buy-sell agreement, including permission to subdivide;
  - I. water rights;
  - J. any special improvement districts (such as road improvement districts).