

**APPENDIX A  
EXEMPT SUBDIVISION CHECKLIST**

Please review Subdivision Regulations to determine all requirements. If item requested below does not apply to you, write "not applicable" (NA).

Date:

Name of Owner:

Property Location:

- \_1. One copy of Application for Exempt Subdivision
- \_2. A minimum of three copies of the plat showing the following information:
  - a. Lot layout
  - b. Location and dimensions of all boundary lines of the property in feet and decimals of a foot
  - c. Minimum Design Standards in Tables I, II, and III for right-of-way width, lot area, and lot frontage
  - d. Data from which the location, bearing, and length of all lines can be determined and reproduced on the ground
  - e. Scale of plat
  - f. Approximate true north point
  - g. Date of plat
  - h. Property owner's name
  - i. Deed book and page of property being subdivided
  - j. Tax Map and parcel number of property being subdivided
  - k. Floodplain designation and delineation of the 100-year flood zone
  - l. Name, address, signature, and seal of an engineer or land surveyor who prepared plat
  - m. Location of property with respect to surrounding property and roads, including width of existing road right-of-way and road names or route numbers
  - n. Name, deed book and page number of all adjoining property owners
  - o. Location and size of rights-of-way
  - p. Location and size of utility easements
- \_3. Approval by Putnam County Health Department, water company or public service district, or municipal water and sewer boards for sewer and water facilities and required easements

