

**APPENDIX B
ADMINISTRATIVE 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 Administrative Subdivision
- _2. Administrative Subdivision fee
- _3. 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. Data from which the location, bearing, and length of all lines can be determined and reproduced on the ground
 - d. Scale of plat
 - e. Approximate true north point
 - f. Date of plat
 - g. Property owner's name
 - h. Deed book and page of property being subdivided
 - i. Tax map and parcel number of property being subdivided
 - j. Floodplain designation and delineation of the 100-year flood zone
 - k. Name, address, signature, and seal of an engineer or land surveyor who prepared plat
 - l. Location of property with respect to surrounding property and roads, including width of existing road right-of-way and road names or route numbers
 - m. Name, deed book and page number of all adjoining property owners
 - n. Location and size of rights-of-way
 - o. Location and size of utility easements
 - p. Minimum Design Standards in Tables I, II, and III for right-of-way width, lot area, and lot frontage
- _4. 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

