



Oneida County
Planning & Zoning
Minor Subdivision Application

****OFFICE USE ONLY****

File No. _____ iWorQ No. _____

Date Received: _____

Date Accepted as Complete: _____

Site Address/Location: _____

Applicant Information:

Name: _____ Owner Purchaser

Address: _____

Phone: _____ Email: _____

Property Owner Information:

Name: _____

Address: _____

Phone: _____ Email: _____

Engineer Information:

Name: _____

Address: _____

Phone: _____ Email: _____

Representative Information:

Name: _____

Address: _____

Phone: _____ Email: _____

Site Data:

Total Acreage of Site		Total Acreage of any out-parcels	
Total Acreage of Land in Contiguous Ownership		Dwelling Units per Gross Acre	
Total Number of Lots		Minimum Lot Size	
Residential		Minimum Lot Width	
Commercial		Minimum Street Frontage	
Industrial		Total Acreage of Common Area	
Common		Percent of Site as Common Area	
Total Number of Units		Total Gross Square Footage of Commercial Buildings	
Single-family		Total Gross Square Footage of Industrial Buildings	
Duplex		Total Gross Square Footage of other non-residential Buildings	
Multi-family			

Complete Chart:

	Comp Plan Designation	Zoning Designation	Land Use
Existing			
Proposed			
North Side			
South Side			
East Side			
West Side			

For combining Preliminary and Final Plat in Minor Subdivisions: The applicant may request that the subdivision application be processed as both a preliminary and final plat if all the following exist:

1. The proposed subdivision does not exceed four (4) lots.
2. No private streets, new street dedication, or street widening is involved.
3. No major special development considerations are involved such as development in a floodplain, hillside development or the like.
4. All required information for both preliminary and final plat is complete and in an acceptable form; and
5. The proposed subdivision is not in conflict with the Comp Plan or any provision of the Zoning Title of the County

Public Services:

Potable Water: ☐ Available ☐ Unavailable

Service Provider: _____

Irrigation Water: ☐ Available ☐ Unavailable

Service Provider: _____

Sanitary Sewer: ☐ Available ☐ Unavailable

Service Provider: _____

Fire Protection: ☐ Available ☐ Unavailable

Service Provider: _____

Street(s) providing access: _____

Schools serving this location:

Elementary School(s): _____

Middle School: _____

High School: _____

Special On-Site Features: (Yes or No - If yes, explain):

Areas of Critical Environmental Concern:

Evidence of Erosion: _____

Fish Habitat: _____

Floodplain: _____

Mature Trees: _____

Riparian Vegetation: _____

Steep Slopes: _____

Stream/Creek: _____

Unique Animal Life: _____

Unique Plant Life: _____

Unstable Soils: _____

Wildlife Habitat: _____

Application Submittal Requirements:

1. Date of per-application meeting.
2. A complete Minor Subdivision Application form.
3. Names and addresses of all adjoining property all property owners and purchasers of record owning property located within 1,000-feet of the subject property. Two sets of address labels must be submitted, along with a map showing the addresses in relation to the land under consideration.
4. Legal description of the property, Copy of Deed.
5. If the signatory on this application is not the property owner, a notarized affidavit of legal interest from the owner stating the applicant is authorized to submit this application,
6. One (1) 8 ½" x 11" vicinity map.
7. One (1) 8 ½" x 11" colored aerial photo depicting the proposed site and surrounding area within five-hundred feet (600').
8. One (1) 8½" x 11" copy and one (1) 11" x 17" (if applicable) copy of the proposed Subdivision Fencing Plan and detailed cut-sheets of fencing styles for all common areas (if applicable).
9. One (1) 8½" x 11" site plan showing proposed location of subdivision Cluster Mailbox Units (CBUs).
10. One (1) 8½" x 11" copy of the Streetlight Plan with cut-sheets showing streetlight location, height, wattage, lumen output
11. Proposed subdivision name,
12. One copy of the preliminary plat.
13. One (1) 8½" x 11" copy of the preliminary plat One (1) 8½" x 11" copy of the final plat
14. Provide a written justification for the proposed subdivision addressing the following:
 - a) The conformance of the subdivision with the Comprehensive Development Plan.
 - b) The availability of public services to accommodate the proposed development.
 - c) The continuity of the proposed development with the capital improvement program.
 - d) The public financial capability of supporting services for the proposed development; or
 - e) The other health, safety and environmental problems that may be brought to the County's attention.
15. One (1) georeferenced ArcMap-compatible file, such as a zipped shapefile, of the Plat and/or Site Plan on a CD or USB drive.
16. Two (2) copies of the final engineering construction drawings (including drainage calculations)
17. Showing streets, sidewalks, water, sewer, pressurized irrigation facilities, pumping station, drainage, and any other public improvements.
18. Two (2) printed copies of the subdivision CC&R's.
19. Payment of application fees.

Signature of Applicant: _____

Date: _____

Printed name of Applicant: _____

Signature of receipt by County Staff: _____

Date: _____