Final Subdivision Application for 1-2 Family Residential Uses (Instructions)

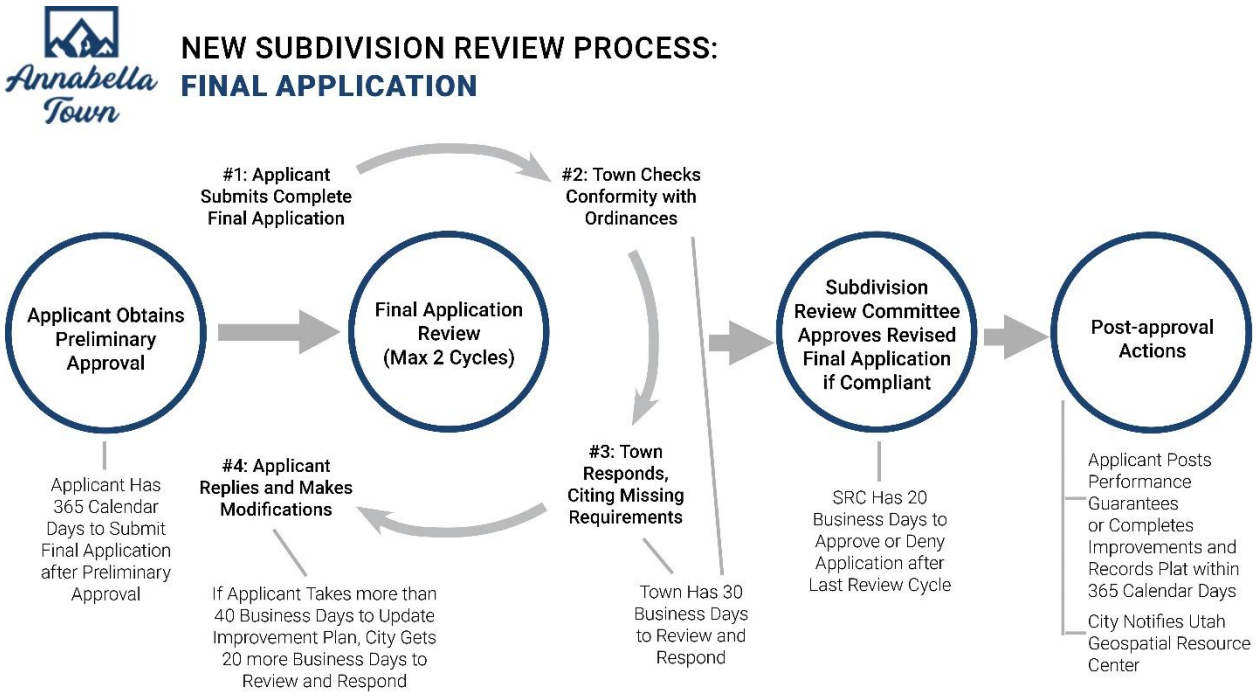
WHAT TO DO:

Submit this completed checklist and all supporting documents to the Town's Staff (annabellatown@hotmail.com) Pay the application fee outlined in the Annabella Town fee schedule. A completed and approved preliminary application must be completed before a final subdivision application may be submitted.

WHAT TO EXPECT:

Town staff will review your application and determine whether it is complete. If your application is complete, or if the Town decides to waive the incomplete requirements, the Subdivision Review Committee will review and respond to your application within **30 business days**. You may be required to revise your application to conform to Town development standards or to better protect the health and safety of Annabella Town residents.

The application process is governed by Chapter 12 Section 12.2 of the Town's municipal ordinances. The flowchart below summarizes this process.



Final Subdivision Application

Name of Proposed Subdivision: _____

_____

County Tax Parcel Number: _____

Current Zoning of Property: _____

THIS BOX IS FOR OFFICIAL USE ONLY:

Date Received: _____

Receipt #: _____

Amount Paid: _____

- CONTACT INFORMATION -

Applicant Information	**Property Owner #1 Information**
Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Email: _____
Property Owner #2 Information (If Applicable)	**Property Owner #3 Information (If Applicable)**
Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

If the property to be subdivided has more than three owners, attach supplemental information for remaining owners.

- FINAL DOCUMENT CHECKLIST -

1 _____ Land Use Authority **approval of the applicant's preliminary subdivision application**, given within the last 365 calendar days.

2 _____ The **approved land use application** that was accepted during the preliminary application review process.

3 _____ **A final plat**. The final plat should be the version of the preliminary plat approved by the Town during the preliminary application review process, plus any other additions and immaterial changes (e.g., formatting) necessary to comply with the recording requirements of the County Recorder's Office.

4 _____ The **improvement plan** that the Town approved during the preliminary application review process. This improvement plan is for reference only and is not to be amended except by submitting a new preliminary application.

5 _____ A **completion assurance** for all public improvements required by the approved improvement plan, or a statement that such improvements will be completed before development occurs on the proposed subdivision and before the applicant records the plat, as required by section 12.2.07 of this Title.

6 _____ **Certifications**, including:

a _____ A Title Report, Abstract of Title, Registered Property Certificate, or Title Insurance Policy for the land to be subdivided verifying property ownership.

b _____ A Tax Clearance Certificate from the state indicating that all taxes, interest, and penalties owing on the land have been paid.

c _____ An affidavit from the applicant certifying that the submitted information is true and accurate [EXAMPLE ON PAGE 4].

d _____ The signature of each owner of record of land described on the plat, signifying their consent to the final subdivision application [EXAMPLE ON PAGE 5].

7 _____ **Binding dedication documents**, including:

a _____ As applicable, formal, irrevocable offers for dedication to the public of streets, Town uses, utilities, parks, easements, or other spaces.

b _____ If the plat is to be part of a community association, signed and binding documents conveying to the association all common areas.

8 _____ **Copies**, including:

a _____ One electronic copy of the final plat in AutoCAD format (DWG or DXF), Geodatabase format (GDB), or Shapefile format (SHP), with a projection assigned to the file(s) and with the proper metadata that describes what coordinate system/projection the data is assigned to; and

b _____ A PDF document of the final plat and all other plans and supporting documents required by this Chapter.

c _____ A copy of the recording-ready final plat on Mylar to be kept by the Town.

9 _____ **Fees:** Payment of any final-application-processing fees required by the Town, plus the cost of any engineering, consulting, or legal review required by the application.

---------- EXAMPLE CERTIFICATIONS ----------

[See following pages.]

APPLICANT'S AFFIDAVIT – FINAL SUBDIVISION APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

I, _____ (applicant/agent name), certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete, and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Annabella Town may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Annabella Town Subdivision Ordinance and that items and checklists contained in this application are basic and to the minimum requirements only and that other requirements may be imposed to ensure compliance with municipal ordinances and approved standards and specifications. Additionally, I agree to pay all fees associated with this application, as set by the currently adopted Annabella Town Consolidated Fee Schedule.

Signed:

_____ _____

Applicant/Agent Date

Subscribed and sworn to before me:

_____ _____

Notary Public Date

Notary Seal:

PROPERTY OWNER'S CONSENT & DEDICATION – FINAL SUBDIVISION APPLICATION

Name of Proposed Subdivision: _____

County Tax Parcel Number of Property to Be Subdivided: _____

We certify under penalty of perjury that we are the sole owners of the property proposed to be subdivided and that we have thoroughly reviewed the final subdivision application. We hereby consent to this final subdivision application and, contingent on Town approval of the final application, we irrevocably dedicate all portions of the property to the public that are so indicated in this application (including streets, Town uses, utilities, parks, easements, or other spaces). We further consent to agents of the Town entering onto the subject property for the purpose of making any inspections required by this application or related improvements.

Signed:

_____ _____

Property Owner #1 Date

_____ _____

Property Owner #2 (if applicable) Date

_____ _____

Property Owner #3 (if applicable) Date

Subscribed and sworn to before me:

_____ _____

Notary Public Date

Notary Seal: