



City of Sunset Hills - Planning & Zoning Department

Minor Subdivision Submittal Checklist

The items in the checklist below must be submitted prior to the submittal deadline for Planning & Zoning consideration. Missing items by the submission deadline will delay the process until the following month.

Development Name: _____ Date: _____

Development Address(s): _____

Area of Tract: _____ Number of Proposed Buildings: _____

Current Zone: _____ Proposed Zone: _____

Developer Name: _____ Engineering Firm: _____

Attention: _____ Attention: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Property Interest of Applicant: () Owner () Contract Purchaser () Other _____

Petitioner Input		Staff Notes
Item	Included (X)	
A copy of the subdivision indenture		
Three (3) prints of certified plans showing the improvements that have been constructed within the subdivision (or a bond assuring construction of said improvements in accordance with plans previously approved) within a period of two (2) years		
Final plat is to be drawn at a scale of one hundred feet (100') or less to the inch from an accurate survey and on one or more sheets whose maximum dimensions are twenty- nine inches (29") by thirty-four inches (34")		
The boundary lines of the area being subdivided with accurate distances and bearings; also, all sections, U.S. Survey and Congressional Township Lines and the boundary lines of incorporated areas, sewer, school, and other legally established districts within or adjoining the subdivided area		
The lines of all proposed streets with their width and names, as well as the designation that the streets are private		
The accurate outlines of any property which is offered for dedication for public use		



Petitioner Input		Staff Notes
Item	Included (X)	
The line of departure of one street from another.		
The lines of all adjoining lands and the lines of adjacent streets with their widths and names.		
All lot lines and an identification system for all lots and blocks.		
Building lines and easements for rights-of-way provided for public use, service or utilities with figures showing their dimensions.		
All dimensions, both linear and angular, necessary for locating boundaries of subdivisions, lots, streets, easements for building lines, and of any other areas for public or private use; the linear dimensions are to be expressed in feet and decimals of a foot.		
Radii, arcs and chords, points of tangency, central angles for all curvilinear streets, and radii for all rounded corners.		
All survey monuments and benchmarks together with their descriptions.		
The original record plat shall have a signature line for the Chairman of the Planning and Zoning Commission, the Mayor, the attestation by the City Clerk and a place for the ordinance number and the date of the ordinance.		