



## Subdivision Application Checklist

### Concept Application

- Signed and Completed Application and notarized Affidavit.
- Narrative; Statement of applicant as to intention and plans for the project.
- One (1) pdf** of all plans and documents (can be emailed to [mforsgren@pleasantviewcity.com](mailto:mforsgren@pleasantviewcity.com))
- Four (4) hard copies set of plans**, to scale, in an appropriate size to provide sufficient detail for review.
  - A Plan map (plat) of the project that includes a north point, scale and date; a vicinity plan; boundary lines of the proposed project; proposed location of utilities; location and dimensions of all existing or platted streets; important features such as rail lines, water courses, exceptional topography, and buildings within and immediately adjacent to the project; all existing utilities within or adjacent to the project (with sizes); locations and dimensions of all proposed streets, lots, open spaces and other features, with appropriate labeling.
  - Vicinity plans must include a representation of the proposed development with blocks and streets and their relationship to existing streets and utilities; all existing streets, public facilities such as schools or parks, and any commercial or industrial **areas within one mile of the project area**; all undeveloped areas within the general area of the proposed development and proposed future street systems for that area.

# Affidavit

## Property Owner

I (we) \_\_\_\_\_ (please print)  
certify that I(we) am(are) the Owners(s) of record of the property identified in this application and  
the statements, drawings, and other exhibits contained herein are in all respects true and correct to  
the best of my(our) knowledge.

Property Owner(s) \_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to me on \_\_\_\_\_ (date)

Notary \_\_\_\_\_

(Residing in: \_\_\_\_\_)

My commission expires \_\_\_\_\_ (date)

## Agent Authorization

I (we) \_\_\_\_\_ (please print),  
the owner(s) of the real property identified in this application, do authorize as my (our) agents(s)  
\_\_\_\_\_ (please print) to represent  
me(us) and appear on my(our) behalf before any administrative or legislative body concerning this  
application and to act in all respects as our agent in matters pertaining to the this application.

Property Owner(s) \_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to me on \_\_\_\_\_ (date)

Notary \_\_\_\_\_

(Residing in: \_\_\_\_\_)

My commission expires \_\_\_\_\_ (date)