



Administrative Subdivision Application Form

Staff Use Only

Application Number: _____

Received By: _____

Date: _____

The following items are required for consideration of an Administrative Subdivision request.

1. Completed City of Craig ***Land Use Application*** Form attached marked for administrative plat.
2. Application fee of \$100.00.
3. Final Plat Map (5 copies sized 24" x 36") prepared as per the following directions.

General Instructions

Must be prepared by, or under direct supervision of, a registered land surveyor and meet State requirements. Non-contiguous parcels cannot be in one (1) plat and only one (1) plat shown per sheet. Contiguous parcels owned by different parties may be on one (1) plat, provided all owners join in dedication and acknowledgment. Show lengths to nearest one hundredth (100th) of a foot and bearings in degrees, minutes and seconds. Perimeter survey description of proposed subdivision must include at least 1 tie to an existing section monument of record and a description of monuments. Survey error cannot be greater than 1/10,000. Bearings, distances and curve data of all perimeter boundary lines must be indicated outside boundary line with lot dimensions. Names and signatures of all owners of equitable interest in the property must be on the plat in black drawing ink.

Plat must include the following information:

- Title of project
- North arrow, scale (not greater than 1" = 100') and preparation date
- Vicinity map
- Legal description
- Basis for establishing bearing
- Names and addresses of owners, applicant, designers, engineers and surveyors
- Total acreage of subdivision
- Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights of way and easements
- Lot and block numbers, numbers in consecutive order, and square footage of each lot or tract
- Parcels excepted from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances
- Existing rights of way in and adjacent to property (labeled and dimensioned)
- Existing and proposed street names for all streets on and adjacent to property
- Existing easements and their type in and adjacent to property (labeled and dimensioned)
- Location and description of monuments
- Floodplain boundary and source of information (if no such source, state this on the plat)
- Signature block for registered land surveyor certifying accuracy of boundary survey and plat
- Signature block for certification of approval by the City Council with a signature for the Mayor and City Clerk
- Certification of ownership
- Dedication of streets, rights of way, easements and public sites to the City of Craig.



ADMINISTRATIVE SUBDIVISIONS

Instructions

Staff Use Only
Application Number: _____
Received by: _____
Date: _____
Fees Paid: \$ _____
Complete: Y N

Applications for Administrative Subdivisions. Amended or corrected plats are considered by the Planning Commission. Completed applications should be submitted to the Community Development Director of the City of Craig. Incomplete applications will not be considered.

Required for Administrative Subdivision Review (ref. Craig Municipal Code 16.04.040)	Staff use only	
	Y	N
1. Application fee of \$100.	Y	N
2. Completed City of Craig <i>Land Use Application</i> form attached (marked for administrative plate).	Y	N
3. Narrative outlining the nature of the changes and/or corrections to the originally filed Final Plat.	Y	N
4. Current Title Commitment. (Dated less than 30 days from date of minor subdivision plat submittal.)	Y	N
5. Corrected Final Plat prepared according to the instructions contained in the Craig Municipal Code (16.04.070).	Y	N

***FOR ADDITIONAL INFORMATION REGARDING THE ADMINISTRATIVE PLAN PROCESS,
PLEASE CONSULT THE CRAIG MUNICIPAL CODE (16.04.040)***



Staff Use Only

Application Number: _____

Received By: _____

Date: _____

LAND USE APPLICATION

- 1. This is the master land use form for the City of Craig. Please use to apply for:**
(please circle one of the following as appropriate)

Administrative Subdivision
Major Subdivision **1 2 3**
Planned Development Overlay
Sign Permit
Temporary Use

Annexation
Variance or Appeal
Minor Subdivision
Rezoning
Other: _____

Conditional Use
Waiver
RV Park
Site Plan

- 2. Project Name:** _____
please print or type legibly

- 3. Contact information:** (a list of additional contacts may be attached)

Owner Name: _____

Applicant Name: _____

Address: _____

Address: _____

Telephone: _____ Fax: _____

Telephone: _____ Fax: _____

E-mail: _____

E-mail: _____

- 4. Property Description:**

Address or Location: _____

Existing Zoning: _____ Existing Use: _____

Proposed Zoning: _____ Proposed Use: _____

- 5. Purpose:** (describe intent of this application in 1-2 sentences)

- 6. Certification:** (must be signed in blue ink)

I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.

Owner: _____ Date: _____ **AND**

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the City of Craig must be submitted prior to processing of this application.

Applicant: _____ Date: _____