



APPLICATION FOR SUBDIVISION APPROVAL
Charleston Town – Revised 2019

() Concept 1st

() Preliminary 2nd

() Final 3rd

Application Date _____

Applicant Information:

Subdivision Location & Information:

Name _____

Address _____

Zone _____

Phone # _____

Regular Subdivision _____ or Flag Lot Subdivision _____

Application fee paid to clerk: Amount _____ Date _____

Signature of applicant _____

Names and Addresses of people owning land, with or without houses, within 1,000 feet of proposed subdivision (for at least 14 day's notice of public hearing in Town Board Meeting) for final consideration



Subdivision Checklist For Applicant

The following steps or procedures must be followed in order to obtain approval of a subdivision:

- 1) _____ Letter to the Recorder of intent to subdivide
_____ Legal description of area to be subdivided (can include that in letter of intent)
_____ Completed application form
_____ *Notarized document designating agent
_____ Prepare a vicinity map
_____ Prepare an environmental impact statement
_____ Pay Fee - \$300
_____ Submit above to Recorder at least 2 weeks before PC Meeting
_____ Put on Planning Commission Agenda

- 2) _____ Meet with Planning Commission who will approve, disapprove, or require modifications of vicinity plan.

- 3) _____ Prepare preliminary plan & engineering drawings and submit them to Recorder
_____ Pay Preliminary Fee - \$1000 plus \$50 per lot

- 4) _____ Meet again with Planning Commission & hold a Public Hearing

- 5) _____ Prepare final plat map and submit to Clerk
_____ Pay Fee for Final- \$750 plus \$50 per lot plus any engineering & Legal fees
_____ Meet with Planning Commission

- 6) _____ Decision of Planning Commission

- 7) _____ Submit final plat to the Town Board
_____ Submit bond or other assurance guaranteeing required improvements

- 8) _____ Record (the Developer) plat in office of County Recorder within thirty (30) days and before conveying any lots within the subdivision. Final plat not recorded within thirty (30) days from approval by the Town Council shall be null & void.

**Required if you are handling this process for the property owner and you yourself do not currently own the property in question.*