



Application for Short Plat

Name of Applicant: _____

Address: _____

Residence Telephone: _____

Business Address: _____

Business Telephone: _____

A short plat may be prepared in land divisions containing no more than five (5) lots. The development must not require major infrastructure improvements. The purposes of the short plat are to “streamline” or speed development permits and simplify procedures. This process is not intended to proliferate small plats that will eventually accumulate into larger developments. To this end, the use of the short plat is discretionary upon review of the facts by the Planning Commission.

Please select from the following allowable uses of the short plat (Chapter 2, 2.101.1):

- Make minor amendments to an existing plat
- For public facility, commercial, and industrial lots.
- Allow further dividing of land.

Please list any infrastructure that is required:

Please provide the legal description for the property:

Zoning of the property: _____

The undersigned hereby certifies that the above information is true and correct.

Dated _____ day of _____ 20____

Signature of applicant: _____

Sub divider's Checklist (Chapter 2, 2.101.2):

- _____ Three copies of the short plat application forms and attachments to the Zoning Administrator in accordance with the following standards.
- _____ A scaled, legible survey showing bearings, point of beginning, monuments, pins, distances, setbacks, easements, lot configuration and numbers, and a north arrow. The scale is typically 50', 100' or 150' to one inch.
- _____ Short plat name, if any.
- _____ Date, acreage, number of lots, and zoning designation.
- _____ Name, mailing address, and telephone number of the owner, and the person with whom official contact should be made regarding the short subdivision.
- _____ A legal description of the property.
- _____ Lot, block, and street right-of-way and centerline dimensions.
- _____ Street name(s).
- _____ Proposed dedications, if any.
- _____ Water or sewer notation, if any.
- _____ Surveyor's signature, certificate, and seal.
- _____ Notary signature and certificate.
- _____ Signature and date block for Zoning Administrator, County Environmental Officer (extra-territorial), County Director of Public Works (extra-territorial), Planning Commission Chair, City Commission, County Commission (extra-territorial), City Clerk, and City Attorney.
- _____ Notation block for the Register of Deeds.
- _____ Application fee \$50.

Criteria for preliminary short plat approval (Chapter 2, 2.101.3):

- _____ That the proposed short subdivision is in conformance with the St. Marys comprehensive plan, and any other such plans developed pursuant to law;
- _____ That appropriate provisions have been made for water, storm drainage, and sanitary sewage disposal methods proposed for the short subdivision which are consistent with city or county standards and plans;
- _____ That appropriate provisions have been made for proposed road, utilities and other improvements which are consistent with city or county standards and plans;
- _____ That appropriate provisions have been made for dedications, easements and reservations;
- _____ That the physical characteristics of the proposed short division site, including but not limited to topography, soil conditions, susceptibility to flooding;
- _____ That the proposed short subdivision complies with the requirements of the zoning ordinance (UDC Chapter 1);

Chapter 2, 2.101.4, Short plat approval. Within thirty days of the filing date of the short plat, the Zoning Administrator shall review the short plat for conformance with all conditions of these regulations. If all such conditions are met, the Zoning Administrator shall place the short plat on the agenda of the next regularly scheduled meeting of the Planning Commission. The Planning Commission may approve the final plat and authorize the recording of the short plat. If all conditions are not met, the Planning Commission shall provide the applicant with a list of necessary changes to the plat to bring the plat into conformance or explain why the application was denied.

Chapter 2, 2.101.5, Short plat recording. Short plats must be filed on the size and type of paper provided by the Zoning Administrator, or on one sheet of 18" x 24" Mylar. The applicant shall pay all applicable recording fees