

Proposed Use of Land _____

Proposed Water Source _____

Proposed Means of Sewage Disposal _____

Proposed Road Access _____

Proposed Lot Size _____



- **The Prowers County Planning Commission recommends approval of this request for subdivision exemption.**

Prowers County Planning Commission, Chair

Dated this _____ day of _____, 20__

- **The Prowers County Board of County Commissioners grants approval of this request for subdivision exemption.**

Prowers County Board of County Commissioners, Chair

Dated this _____ day of _____, 20__

SUBDIVISION EXEMPTION CHECK LIST
THE FOLLOWING ITEMS MUST BE SUBMITTED
ALONG WITH THE APPLICATION:

- _____ Completed Application*
***Applicant's name(s) and signature(s) must be exactly as name (s) stated on the deed.**

- _____ Signature of owner or representative*
***Letter of consent authorizing representative to act in owner's behalf must be included.**

- _____ Proof of ownership by deed (1 copy)
Deed of Conservation Easement—If applicable (1 copy)

- _____ Lienholder Letter of Consent

- _____ Plot plan (drawn to scale) of the subject property.

- _____ Treasurer's Certification of Taxes Paid. Treasurer's Certification must be received 15 days in advance of the BOCC meeting at which the plat is considered for approval.

- _____ A non-refundable application fee of \$100.00

- _____ Complete applications will be scheduled before the Prowers County Planning Commission normally on the second (2nd) Wednesday of each month. The Planning Commission will consider making recommendation on the Subdivision Exemption at the monthly meeting.

- _____ Planning Commission recommendations and the Subdivision Exemption application will be scheduled before the Prowers County Board of County Commissioners normally on the second (2) or fourth (4th) Tuesday of each month.

- _____ After approval by the Planning Commission and Board of County Commissioners a survey may be done.

- _____ Return the completed survey (Mylar and three paper copies) to the Land Use Office and payment to the Prowers Clerk in the amount of \$13.00 for the recording fee.*
***Mylar and three paper copies must be signed exactly as name(s) stated on the deed.**

- _____ Land Use staff will submit the survey plat to the Planning Commission and Board of County Commissioners for approval and signatures.

- _____ Prowers County Clerk will keep and record the mylar copy of the survey. The three paper maps will be returned to the Land Use Office. One copy will be deposited in the Map Depository in the Land Use Office. Two copies will be returned to applicant.

- _____ After the Clerk has recorded the survey plat new deeds may be requested.

THE ABOVE CHECKLIST IS PROVIDED FOR THE CONVENIENCE OF THE APPLICANT AND SHOULD NOT BE USED TO DETERMINE COMPLETENESS OF AN APPLICATION UPON STAFF REVIEW, ADDITIONAL INFORMATION MAY BE REQUIRED.