

**Application for Preliminary Subdivision Plat Petition to:**

Preliminary Subdivision Plat Petition (PSP)  
 Preliminary Subdivision Plat Amendment

**APPLICANT CONTACT INFORMATION**

Name of Owner: \_\_\_\_\_  
 Name of Applicant (if different than owner): \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

Name of Agent: \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

**PROPERTY INFORMATION**

Project Name: \_\_\_\_\_  
 Most Recent Approved (Rezone, Conditional Use, and SDP) No: \_\_\_\_\_  
 Amendment to PSP Number (Original PSP- If applicable): \_\_\_\_\_  
 Metes and Bounds Description: \_\_\_\_\_  
 Number of Lots: \_\_\_\_\_ Minimum Lot Size: \_\_\_\_\_  
 Size of Plat (Acres) : \_\_\_\_\_  
 Source of Utilities: Water: \_\_\_\_\_ Sewer: \_\_\_\_\_

**ELECTRONIC SUBMITTAL REQUIREMENT CHECKLIST**

Pursuant to LDC section 10.02.04 A.5., applicants may request substitutions to the design standards contained in the LDC provided those requests are based on generally accepted, sound and safe, professional engineering principles and practices. Requests for substitutions shall be made in writing, attached to the application, and shall provide clear and convincing documentation and citations to professional engineering studies, reports or other generally accepted professional engineering sources to substantiate the substitution requested.

Additional related reports may be submitted by the applicant if deemed necessary to explain aspects of the development of the subject property. Should additional materials be submitted, please provide the same number of copies that are required for the application.

REQUIREMENTS FOR REVIEW	# OF COPIES	REQUIRED	NOT REQUIRED
Completed Application (download current form from the County website)	1		
Completed Addressing Checklist	1		
Cover Letter explaining the project or proposed changes	1		
Conditional Use and/or PUD application, if applicable	1		
Owner/Agent Affidavit	1		
Environmental Data Requirements	1		
Transportation Impact Study (TIS), if applicable	1		
Historical/Archeological Survey or waiver, if applicable	1		
Justification for requested conditions, if applicable			
School Impact Analysis Application for residential projects only (download the School Impact Analysis Application from website), if applicable	1		
PUD Monitoring Schedule, if applicable	1		
Electronic copies of all documents	1		
<b>Preliminary Subdivision Plat, see Chapter 5 of the Administrative Code for the requirements for a Preliminary Subdivision Plat</b>	1		

### FEE REQUIREMENTS

<b><u>Preliminary Subdivision Plat (PSP) Review Fees</u></b>	<b>Preliminary Subdivision Plat Amendment (PSPA) Review Fees</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Preliminary Subdivision Plat Application:</b> \$1,000.00 plus \$5.00 per acre (or fraction thereof) for residential, plus \$10.00 per acre (or fraction thereof) for non-residential</li> <li><input type="checkbox"/> <b>Pre-Application fee:</b> \$500.00 (to be credited towards application fee if application is submitted within 9 months of pre-application meeting)</li> <li><input type="checkbox"/> <b>Listed or Protected Species Review:</b> \$1,000.00 when an EIS is not required</li> <li><input type="checkbox"/> <b>Transportation Methodology Review fee, if required:</b> \$500.00 (additional fees to be determined at Methodology Meeting)</li> <li><input type="checkbox"/> <b>School Concurrency fee, if required:</b> [reserved] (mitigation fees, if applicable, to be determined by the School District in coordination with the County)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Preliminary Subdivision Plat Amendment: \$100.00</b></li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Fire Review: \$150.00</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Fire Review: \$150.00</b></li> </ul>

## FEES

### Fee Requirements:

- Each plan sheet, excluding the cover sheet: \$25.00

## LINKS

Online Payment Guide can be located: [Here](#)

Completed application may be submitted online [GMD Public Portal](#)

If unfamiliar to applying on portal or have questions, please look over our [E-Permitting Guide](#)