



PLANNING AND ZONING COMMISSION (P&Z) SUBDIVISION WITHOUT PLAT REVIEW APPLICATION

ALL ITEMS ON THIS APPLICATION MUST BE COMPLETED.

**Application Fee: \$100
Per Fee Schedule**

Applicant: _____

Address/City/State/Zip: _____

Email Address: _____

Phone No: _____ Cell Phone No: _____ Fax No: _____

Property Owner: _____

Address/City/State/Zip: _____

Email Address: _____

Phone No: _____ Cell Phone No: _____ Fax No: _____

Property Address: _____

Parcel Number(s)/Subdivision: _____

Checklist:

- Preliminary Plan requirements set forth in Section [1105.04](#)
 - Other plat plan requirements as set forth by the Zoning Administrator.
 - Provide any other information that may be useful to the Planning and Zoning Commission or City Staff in the space below or attach additional pages.
 - Attach **5 plat plans** containing all drawings, text, any other items, and application.
 - 1 digital copy** (CD, USB, Email) of the complete application packet.
 - Attach the required fee - \$100.
 - Post a public notice sign at least (10) days prior to a public hearing or public meeting, pursuant to ordinance 1107.035
- Public notice sign details found [here](#).

(SEE OVER)

