

**TOWN OF FULTON
CHECK LIST FOR MINOR SUBDIVISIONS**

Subdivision Applicant: _____

Address of Owner: _____

Represented by: _____

Located at: _____

Date of Application: _____

_____ Sketch plan submitted (100' to the inch) showing

_____ Location in relation to entire tract

_____ Distance to nearest existing street intersection

_____ Within portion subdivided and within 200 feet show:

_____ all existing structures

_____ wooded areas

_____ streams and other significant physical

_____ Name all adjoining property owners

_____ Kind of development (residential – agricultural)

_____ Utilities available

_____ All streets proposed, mapped, built

_____ Lot width and depth – street layout – recreation areas, systems of drainage –
sewerage – water supply

_____ Existing restrictions including easements – covenants – zoning lines

_____ Date

_____ North arrow

_____ Map scale

_____ Name and address of recorded owner and sub-divider

_____ Sketch plan classified as “Minor” or “Major”

_____ Site visit

_____ Technical assistance received by _____

_____ Recommended changes made to sketch

Within 6 months after classification of Sketch Plan as Minor Subdivision submit the following:

_____ Survey by licensed surveyor

_____ Application for Preliminary Plat approval

_____ **Fee is \$75/lot** – plus additional costs

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- _____ Preliminary Plat – scale 100 feet to the inch – no larger than 22 inches by 35 inches
- _____ Owner Certification
- _____ Proof of paid taxes
- _____ Covenants or Deed restrictions if applicable
- _____ Complete Environmental Assessment Form (Short / Long)
- _____ On-site sanitation and water supply facilities approval
- _____ Proposed subdivision name
- _____ Name of Town and County
- _____ Date – North Arrow – Map Scale
- _____ Name and address of recorded owner and sub-divider
- _____ Width and location of streets or public ways, etc.

**Public Hearing will be held within 45 days from the date of submission of plat for approval.
Hearing will be advertised at least 5 days before the hearing:**

- _____ Applicant submits proof of notifying by certified mail at least 5 days prior to hearing the owners of property abutting and directly across any adjoining road.
- _____ Applicant attends public hearing
- _____ Submits Final Plat

Action will be given on Final Plat within 45 days of Public Hearing.

- _____ Conditionally Approval.
- _____ Conditionally Approval with modifications.
- _____ Disapproved
- _____ Grant Final Approval and authorize signing of Plat

Date filed with County Clerk _____