



# Minor Subdivision Application

Date \_\_\_\_\_

For Review By The Department of Community Development

Fees \_\_\_\_\_

City of Hudson

Escrow \_\_\_\_\_

Refund \_\_\_\_\_

A proposed **minor subdivision**, meaning the subdivision of a parcel of land after the original tract has been completely subdivided, into three (3) or fewer lots and that does not involve the opening, widening, or extension of any street or road or easements for access, may be submitted to the Department of Community Development for review. **Applications for minor subdivisions must comply with the standards contained in Section 1204.05, in the Land Development Code of the City of Hudson.**

Pursuant to the Land Development Code of the City of Hudson, the undersigned here submits attached information for review of the following minor subdivision:

**Project:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

**No. of Resulting Lots:** \_\_\_\_\_ (Established **lot split** fee schedule allows an Engineering Fee of \$145 Per Resulting Lot, a \$100 Recording Services Fee and \$100 Recording Escrow. Established **lot consolidation** fee schedule allows for an Engineering Fee of \$250, a \$100 Recording Services Fee, a \$40 per preceding parcel fee and \$100 Recording Escrow. Upon review, additional fees may be necessary and are the responsibility of the applicant. Remaining escrow will be returned after all engineering and recording invoices have been paid.)

*(Please Print)*

**Applicant:** \_\_\_\_\_ **Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**An application for a minor subdivision will not be accepted as complete until the applicant and the owner fulfill all requirements listed on the opposite side of this form.**

***The approval of a Lot Split or Consolidation does not guarantee that the resulting lot(s) will be developable under the requirements of the City of Hudson Land Development Code.***

**Submitted:**

\_\_\_\_\_  
*(Applicant Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Owner Signature)*

\_\_\_\_\_  
*(Date)*

**Accepted as complete:**

\_\_\_\_\_  
*(Associate Planner Signature)*

\_\_\_\_\_  
*(Date)*

**An application for a minor subdivision will not be accepted as complete until the applicant and/or owner fulfill all requirements listed below. The Minor Subdivision shall be clearly and legibly drawn and shall contain, per the Submittal Requirements of the Land Development Code of the City of Hudson, the following information:**

- ❑ 1. A complete application on form provided by the Department of Community Development, copies of the plan or plat as required, and the required fee.
- ❑ 2. Two copies of the drawing of the subject property at a scale of not more than one (1) inch equals one-hundred (100) feet and one **mylar** copy. Acceptable plat sizes may be 8 ½" x 14"; 11" x 17"; 12" x 18"; 18" x 24"; or 24" x 36".
- ❑ 3. Name of Development or Subdivision; names of adjacent subdivisions.
- ❑ 4. Name, address and telephone number of legal owner or agent of property, and citation of last instrument conveying title to each parcel of property involved in the current proposal, giving grantor, grantee, date, and land records reference.
- ❑ 5. All existing subdivision plat notes, deed restrictions and/or restrictive covenants registered on the subject parcel.
- ❑ 6. Name, address and telephone number, fax number and/or e-mail address of the professional person (s) responsible for site or subdivision design, for the design, of public improvements, and for surveys.
- ❑ 7. A drawing of the subject property at the required scale, with north arrow and date. This will include the location of the property by municipality and parcel number according to County real estate records. All plans and plan revisions shall be dated: month, day and year.
- ❑ 8. The location, dimensions and area of all proposed or existing lots. A statement of the proposed use of the building sites or lots. Include the existing land use of the site and adjacent land, and location of existing buildings within 200 feet of the property line of the site or subdivision. Where applicable, list of lots, blocks, parcels and applicable acreages.
- ❑ 9. Location of property lines, existing easements and other restrictions, railroad rights-of-way, watercourses, wetlands and streams. Also indicate limits of 100 year flood boundaries as defined by the Flood Insurance Rate Maps (FIRM) of the U.S. Department of Housing and Urban Development. (Available for review at the Department of Community Development.
- ❑ 10. Location, width, and names of all existing streets within or immediately adjacent to the property.
- ❑ 11. Location of all existing oil and gas wells, easements, tank batteries, flow and sale lines, ingress and egress roads and other activities usually associated with such oil and gas extraction within five hundred (500) feet of the site or subdivision boundaries.
- ❑ 12. New revised deed matching new legal descriptions of all new parcels with written authorization of all owners on deed is required to be submitted **after legal descriptions are approved** and prior to City's signature cycle.
- ❑ 13. A copy of drawing in a digital format, Autocad Release 14 or DXF format, is required to be submitted **after legal descriptions are approved** and prior to City's signature cycle. The digital copy shall be in State Plane Coordinates.
- ❑ 14. State plane coordinates at four property corners (minimum) for splits that create a buildable lot.
- ❑ 15. All information as required by "Exhibit D, Section one, City of Hudson Engineering Standards for Infrastructure Construction, latest edition.
- ❑ 16. Tract and plat boundary lines, with length of courses to 1/100 foot and bearings to minutes.
- ❑ 17. Bearings and distances to street lines, section corners or permanent monuments.
- ❑ 18. Section lines tied to lines of subdivision by distances and bearings.
- ❑ 19. Length of all arcs, chords, radii, angles, curvature and tangent bearings.
- ❑ 20. Precise location and description of all monuments.
- ❑ 21. If applicable, building setbacks require 50' from a wetland and 100' from stream corridors.
- ❑ 22. Minimum or intended building setback lines on all sub lots.
- ❑ 23. Certification of the plat by surveyor to the effect that the plat represents a correct survey made by him and that all the monuments shown thereon actually exist, and that their location size and material are as shown.
- ❑ 24. Legal description(s) of the subject parcel and lots. Upon review, deeds for each parcel will be required.
- ❑ 25. Lot letters and lines to identify each in lot or site and in lots, out lots, or fractional lots within such plat, with precise property dimensions in feet and hundredths and with bearings or angles to street and alley or crosswalk way lines. All in lots or sites shall be identified by letter consecutively, starting with the letter "A".
- ❑ 26. Protective covenants shall be shown on the plat. However, they may be recorded as a part thereof in the form of a separate instrument provided appropriate reference is plainly shown on the plat.
- ❑ 27. All easements for rights-of-way provided for public services or utilities and any limitations of such easements.
- ❑ 28. Space for approval by **City Engineer** and **City Manager** must include space for the title City Engineer and his exact name which must be printed beneath the signature and date line to be signed by the **City Engineer, Thomas J. Sheridan**, and space for the title City Manager and his exact name which must be printed beneath the signature and date line to be signed by the **City Manager, Anthony J. Bales**.
- ❑ 29. Notarized certification by owner of adoption of plat.
- ❑ 30. Any other information deemed necessary by the City to make a fully informed and deliberate decision on the minor subdivision approval.
- ❑ 31. Square footage of each lot and the total acreage of the subject property.
- ❑ 32. Where a lot consolidation occurs, space for the following statement, with the blanks filled in as applicable: "The above described Parcel (letter) shall be attached to the Parcel (letter) owned by (name) located immediately to the (north/south/east/west) and shall not be sold separately therefrom.
- ❑ 33. Recording Fee: The applicant agrees to pay an escrow fee for the cost of recording the plat by the Summit County Auditor. The City will return said original deed, legal descriptions, copy of recorded plat and any remaining fees to the depositor.

## LOT SPLIT AND LOT CONSOLIDATION FEES

ITEM	BASE FEE	ADDITIONAL COSTS	TOTAL MINIMUM FEE
<b>Lot Split</b>	\$145.00 per resulting Lot + \$100.00 for recording services	\$100.00 Escrow fees	<b>\$490.00</b>
<b>Lot Consolidation</b>	\$250.00 per consolidation + \$100.00 for recording services	\$40.00 per preceding parcel + \$100.00 Escrow fees	<b>\$450.00</b>
<b>Parcels w/more than four Boundaries/over eight courses/or do not close</b>	Fees to be determined by City Engineer + \$100.00 for recording services	\$100.00 for Escrow fees	<b>To be determined</b>