

# Subdivision Checklist

(Fremont County Development Code, 2011 Edition – effective July 1, 2011)

<p align="center"><b>Single Lot</b> (class I permit – 3.05.010)</p>	<p align="center"><b>Short Plat</b> (administrative class II permit – 3.16)</p>	<p align="center"><b>Subdivision</b> (class II permit 3.09)</p>
<p><b>Initial application (Sketch Plat)</b></p>		
<ul style="list-style-type: none"> <li>◦ Project narrative (3.05.030)</li> <li>◦ Signed application &amp; fee</li> <li>◦ Proof of ownership (i.e. deed, title, etc.) If not applicant, then letter from owner authorizing application is also required.</li> <li>◦ Sketch Plat* (1 copies)</li> <li>◦ Agency letters (<i>as applicable</i>)                             <ul style="list-style-type: none"> <li>- Eastern Idaho Health District</li> <li>- Fremont-Madison Irrigation District</li> <li>- Fire District</li> <li>- US Fish and Wildlife Service</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>◦ Project narrative (3.05.030)</li> <li>◦ Signed application &amp; fee</li> <li>◦ Proof of ownership (i.e. deed, title, etc.) If not applicant, then letter from owner authorizing application is also required.</li> <li>◦ Sketch Plat* (3 copies)</li> <li>◦ Agency letters (<i>as applicable</i>)                             <ul style="list-style-type: none"> <li>- Eastern Idaho Health District</li> <li>- Fremont-Madison Irrigation District</li> <li>- Fire District</li> <li>- US Fish and Wildlife Service</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>◦ Project narrative (3.05.030)</li> <li>◦ Signed application &amp; fee</li> <li>◦ Proof of ownership (i.e. deed, title, etc.) If not applicant, then letter from owner authorizing application is also required.</li> <li>◦ Sketch Plat* (15 copies)</li> <li>◦ Pre-application Meeting</li> <li>◦ Site Visit (scheduled by Administrator)</li> <li>◦ Existing Resources / Site Analysis Plan</li> <li>◦ Agency letters (<i>as applicable</i>)                             <ul style="list-style-type: none"> <li>- Eastern Idaho Health District</li> <li>- Fremont-Madison Irrigation District</li> <li>- Fire District</li> <li>- US Fish and Wildlife Service</li> </ul> </li> </ul>
<p><b>Preliminary Plat (3.14.010 - modified by 3.16.050 for short plat)</b></p>		
<ul style="list-style-type: none"> <li>◦ <i>Not required</i></li> </ul>	<ul style="list-style-type: none"> <li>◦ Site Context Map</li> <li>◦ Preliminary Plat</li> <li>◦ Engineering Plans (as needed)</li> </ul>	<ul style="list-style-type: none"> <li>◦ Site Context Map</li> <li>◦ Existing Resources / Site Analysis Plan</li> <li>◦ Preliminary Plat</li> <li>◦ Engineering Plans</li> <li>◦ Preliminary Improvement Plan &amp; Agreement (chapter 8)</li> <li>◦ Preliminary Studies and Reports as Needed</li> <li>◦ Preliminary Open Space Ownership And Management Plan</li> </ul>
<p><b>Final Plat (3.14.010) – see separate checklist</b></p>		

**\*Drafting Standards** (see 2011 Fremont County Development Code 3.05.050 and Appendix L)