



# APPLICATION PACKET MINOR SUBDIVISION

The following checklist is intended to provide an outline for applicants to ensure a complete submittal and to avoid processing delays due to inadequate information. Land use applications shall include all items listed in the following checklist. If an item is not checked as included in the submittal, a detailed narrative statement outlining reasons why the item has not been submitted shall be included. Lack of such statement or required item shall constitute an incomplete submittal and shall be rejected by the Town. Please review Chapter 17 of the [Town of Windsor Municipal Code](#) for complete application requirements.

## **APPLICATION SUBMITTAL REQUIREMENTS:**

1

Planning Department Checklist	Applicant Checklist	
_____	_____	Completed checklist. Items not checked are explained in the narrative
_____	_____	Completed Land Use Application (attached)
_____	_____	Application fee consistent with the Town of Windsor <a href="#">Fee Schedule</a>
_____	_____	A detailed narrative description of special considerations ( <i>phasing, landscaping, infrastructure, and variations from Town requirements</i> )
_____	_____	A deed or legal instrument identifying the applicant's interest in the property
_____	_____	All required drawings and supportive information per the Municipal Code
_____	_____	All submittals shall follow the Town's <a href="#">Submittal Requirements</a> and <a href="#">File Naming Conventions</a> available from the Planning Department

## **MINOR SUBDIVISION REQUIREMENTS:**

2

Planning Department Checklist	Applicant Checklist	
_____	_____	Drawing dimensions shall be twenty-four by thirty-six (24x36) inches. All drawings shall be made with an engineer's scale, minimum scale to be one (1) inch represents fifty (50) feet or one hundred (100) feet.
_____	_____	Date of preparation, the scale, a symbol designating true north and zoning
_____	_____	Vicinity map
_____	_____	Name of the subdivision on all drawing sheets ( <i>check with Planning</i> )
_____	_____	Legal description ( <i>township, range, section, lot, block, subdivision</i> )
_____	_____	Names, addresses and phone numbers of the applicant and firms or persons responsible for preparing the drawing
_____	_____	Applicant revisions block ( <i>includes fields for date, initials, description</i> )
_____	_____	Appropriate <a href="#">certification blocks</a> as provided by the Planning Department
_____	_____	Names, boundaries and zoning of adjacent subdivisions, streets and property owners
_____	_____	Lot numbers, dimensions and the total lots devoted to each zone district on the plat
_____	_____	The total square footage and acreage of the lots, streets, public areas and other uses reflected on a land use table

2

**MINOR SUBDIVISION REQUIREMENTS cont.:**

Planning Department Checklist	Applicant Checklist	
_____	_____	The location and dimensions of all existing utilities, streets, alleys, easements, rights of way and watercourses within and adjacent to the subdivision; and names or identification of all
_____	_____	The location and dimensions of all existing and proposed features on the site, including buildings, easements, rights-of-way and watercourses
_____	_____	Traffic control plan
_____	_____	All bearings, distances, chords, radii, central angles and tangent lengths for all lots, blocks, perimeters, easements and rights-of-way
_____	_____	A complete description of primary control points to which all dimensions, angles, bearings and similar data on the plat shall be referred
_____	_____	The location and physical description of all monuments
_____	_____	Topographical map with two-foot contour intervals
_____	_____	Complete set of utility drawings. Such drawings shall include, but not limited to, existing and proposed facilities and utility lines, sizes and appurtenances, storm drainage facilities, etc. Appurtenances shall include valves, fire hydrants, manholes, etc.
_____	_____	Improvement plans prepared by a registered professional engineer including: <ul style="list-style-type: none"> <li>• Complete street plans and profiles</li> <li>• Complete storm drainage plans and profiles</li> <li>• Complete sanitary sewer plans and profiles, and water main plans with grades and sizes included</li> <li>• Complete overlot and final grade plans</li> </ul>
_____	_____	Sites 1 acre or more in total land disturbance: a Grading, Erosion and Sediment Control Plan and permit fees must be submitted per Town ordinance, Chapter 13, Article V, <a href="#">Stormwater Quality</a> .
_____	_____	<b>Total land disturbance area: _____ acres</b>
_____	_____	Drainage plan and report
_____	_____	Design soil test results and corresponding location map
_____	_____	Method of water rights dedication; total acreage, lot-by-lot or by phase
_____	_____	Landscape plan for public right-of way per the Town’s Municipal Code <a href="#">Landscape Standards</a>



# APPLICATION PACKET LAND USE APPLICATION

**1** The Town of Windsor Planning Department reserves the right to reject incomplete submittals, per the application checklist and Municipal Code requirements for all applications. Please submit completed application and materials to [planningtechs@windsorgov.com](mailto:planningtechs@windsorgov.com). Staff will review the submittal and advise you of its completeness for processing.

**2**

**APPLICATION TYPE:**

Annexation  
 Master Plan  
 Rezoning  
 Minor Subdivision  
 Lot Line Adjustment  
 Major Subdivision  
 Site Plan

**SUBTYPE:**  
 (for Major Subdivisions and Site Plans only)

Preliminary  
 Final  
 Qualified Commercial/Industrial  
 Administrative

**Project Name\*:** \_\_\_\_\_  
**Legal Description\*:** \_\_\_\_\_  
**Address/Location\*:** \_\_\_\_\_  
**Existing Zoning:** \_\_\_\_\_ **Proposed Zoning:** \_\_\_\_\_  
**Acres/Square Feet:** \_\_\_\_\_ **Number of Dwelling Units:** \_\_\_\_\_

**3**

**OWNER:**  
 Name(s)\*: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address\*: \_\_\_\_\_  
 Phone #\*: \_\_\_\_\_ Email\*: \_\_\_\_\_

**APPLICANT (Owner or Owner's Representative):**  
 Name\*: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address\*: \_\_\_\_\_  
 Phone #\*: \_\_\_\_\_ Email\*: \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:**  
 Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**4** All correspondence will only be sent to those listed above. It is the sole responsibility of those listed to distribute correspondence to other applicable parties.

*I hereby depose and state under the penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my knowledge.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Proof of owner's authorization is required with submittal if signed by Applicant)

**Print Name:** \_\_\_\_\_ \*Required fields