

# TOWN OF BARTONVILLE DEVELOPMENT APPLICATION

Application Type (check all applicable):

- |                                      |                                     |  |                                |
|--------------------------------------|-------------------------------------|--|--------------------------------|
| <input type="checkbox"/> Sketch Plat | <input type="checkbox"/> Land Study | <input type="checkbox"/> Preliminary   | <input type="checkbox"/> Final |
| <input type="checkbox"/> Development | <input type="checkbox"/> Replat     | <input type="checkbox"/> Amending Plat |                                |

Current Legal Description: \_\_\_\_\_

Proposed Subdivision Name: \_\_\_\_\_  In Town Limits  In ETJ

Current Zoning: \_\_\_\_\_ Concurrent Zoning Change Req.?  Yes (zoning change request attached)  No

Proposed Zoning (if applicable): \_\_\_\_\_ No. Proposed Lots: \_\_\_\_\_ Total Acres: \_\_\_\_\_

Seeking Waiver/Suspension:  Yes  No If yes, please submit required information pursuant to Sec. 1.11 of Ordinance No. 336-03

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

I understand that it is unlawful for any person to knowingly or willfully misrepresent, or fail to include, any information required by the Development Ordinance on this application. I further understand that misrepresentation, or deliberate omission, of facts pertaining to the land study or plat shall constitute grounds for denial of the land study or plat.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Office Use Only:	Fee Pd: _____	Check # _____	Date: _____
Schedule:	DRC: _____	P&Z: _____	TC: _____
Zoning Change? <input type="checkbox"/> Y <input type="checkbox"/> N	From _____ to _____	Publish Date: _____	Hearing Date: _____
<input type="checkbox"/> Street Construction	<input type="checkbox"/> Public Improvements	<input type="checkbox"/> Easements	<input type="checkbox"/> Simultaneous Submit
Hearing Req? <input type="checkbox"/> Y <input type="checkbox"/> N	Tax Certificate? <input type="checkbox"/> Y <input type="checkbox"/> N		
Submitted to:	<input type="checkbox"/> Town Engineer	<input type="checkbox"/> Town Planner	<input type="checkbox"/> Town Attorney
	<input type="checkbox"/> Electric Co.	<input type="checkbox"/> Gas Co.	<input type="checkbox"/> Water Supply
	<input type="checkbox"/> Cable Co.	<input type="checkbox"/> Fire Chief	

## PROCEDURES:

Please see the attached submittal schedule. The Town strictly adheres to this schedule due to legal requirements, **no exceptions will be made.**

1. Submit sketch plat for staff review and Development Review Committee (DRC), if necessary.
2. Submit Land Study for DRC if one of the following circumstances exists:
  - a. Any tract of land over fifty (50) acres in size, or for a smaller tract, where the land is part of a larger parcel over fifty (50) acres in size, which is ultimately to be developed under the Town's Development Ordinance;
  - b. In conjunction with a development plat; or
  - c. In any case where a road is to be established or realigned.
3. Submit Preliminary Plat, including utility plans and tax certificate and related documents (a final plat may be submitted concurrently, but must include all required information).
  - a. DRC Meeting on Preliminary Plat, if needed.
  - b. P&Z Meeting on Preliminary Plat
  - c. Council Meeting on Preliminary Plat
4. Submit Final Plat, engineering and construction plans and related documents.
  - a. DRC Meeting on Final Plat, if needed.
  - b. P&Z Meeting on Final Plat
  - c. Council Meeting on Final Plat
5. Submit approved Final Plat for filing, along with necessary filing fees.

## SUBMITTAL REQUIREMENTS:

Sketch Plat -	3 copies not larger than 24" X 36" may be hand drawn. If a DRC meeting is required an <b>additional 7 copies</b> will be required.
Land Study -	10 copies not larger than 24" X 36", prepared by a qualified civil engineer, land planner, architect, or surveyor.
Preliminary Plat, Final Plat, Development Plat, Replat, Amending Plat -	DRC - a total of 10 copies, drawn on sheets 18" X 24", <b>plus one copy on 11" X 17"</b> . P&Z - a total of 10 copies, drawn on sheets 18" X 24", <b>plus one copy on 11" X 17"</b> . Council - a total of 12 copies, drawn on sheets 18" X 24", <b>plus one copy on 11" X 17"</b> .
Filing Requirements -	5 blue-line and 3 mylar copies measuring 18" X 24"