



SUBDIVISION CODE CHAPTER 16.12 ISSUANCE OF BUILDING PERMITS TO UNPLATTED LAND -- ADMINISTRATIVE SUBMITTAL INSTRUCTIONS and CHECKLIST

While this checklist should be helpful, it is not designed to be a substitute for the Subdivision Code provisions. Applicants are expected to review the details of the Code, copies of which can be purchased in the Planning office, or accessed online at: www.manitougov.com

Chapter 16.12.010 It is the purpose of this section to alleviate platting costs to land which was developed and within the city on the date of passage of this amendment (1991) or subsequently annexed to the city but unplatted because platting was not required at the time that the land was developed.

A pre-application conference for this administrative request is not required; however, applicants may choose to schedule an appointment with the Planning staff to review and become familiar with the following submittal requirements.

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- 1. A completed **Administrative Review Application** form accompanied by nonrefundable application fee.
 - 2. Description of proposed improvements.
 - 3. Please provide one (1) 11"x17" copy of each plan. Also provide three (3) copies of any plan over 11"x17" **in addition to** an 11"x 17" or smaller version which includes all of the following:
 - a. The legal description of the property;
 - b. All existing lot lines and easements;
 - c. Adjacent right(s)-of-way;
 - d. Location, dimensions and setbacks of all existing and proposed structures;
 - e. Owner's name, address, and phone number;
 - f. The address of the parcel;
 - g. All areas within the ownership parcel that are 30% slope or greater shall be shaded and designated as "No Build" areas;
 - h. Tax Schedule Number;
 - i. Size of Parcel in square feet;

