



CITY OF WEST CARROLLTON

SUBDIVISION APPLICATION INSTRUCTIONS

APPLICATION FORM – The application form must be fully completed, signed by the property owner (and designated representative, if applicable), and shall be properly notarized.

SUBMITTAL REQUIREMENTS – The applicant shall submit 18 copies of all information required in Chapter 152, as well as any other information which supports the application. In addition, an AutoCAD or GIS electronic copy of the subdivision shall be provided with the initial application, and a final copy with any revisions shall be provided prior to release of the plan for recording.

ADJACENT PROPERTY OWNERS LIST – Please provide the names, addresses, and parcel numbers of all property owners within 200 feet of the property in question, along with a corresponding map showing these parcels. This information may be obtained on the internet at www.mcrealestate.org.

ZONING REQUIREMENTS – The application must meet the requirements of Chapter 152 of the Zoning Code, which is attached to this packet.

FEES - All fees are listed in the attached fee schedule.

OFFICIAL FILING DATE – The official filing date of the application shall be the date on which the application is examined and found to meet all requirements by the Director of City Planning.

RECORDING – The city must **stamp** and sign all record plans before they will be accepted by the Montgomery county Recorder's Office. Once the mylar is signed by the city, it is returned to the applicant for recording.

The applicant will provide the city with a copy of the recorded record plan.

INFORMATION - For information contact the Planning & Building Department at 859-5783.