

BICKNELL TOWN SUBDIVISION
APPLICATION FORM

PROJECT DESCRIPTION

1. Project Name: _____
Address: _____
Legal description: _____
(Attach Wayne County Master Tax Record)
Proposal: _____
Current Zoning: _____
2. Type of water system:
_____ Individual wells
_____ Bicknell town culinary water
3. Descriptive Data:
a. Number of lots or parcels _____
b. Total acreage in lots being reviewed _____
c. Total acreage in streets or roads _____
d. Total acreage in parks, open space, and/or common facilities _____
e. Total gross acreage of subdivision _____
f. Minimum size of lots _____
g. Maximum size of lots _____
4. Proposed use(s) and number of lots or spaces in each:
_____ Residential, single family
_____ Residential, multiple family
_____ Types of multiple family structures and numbers of each (e.g. duplex)
_____ Planned Unit Development (No. of units _____)
_____ Commercial or Industrial (Possible rezoning)
_____ Other (please describe) _____

APPLICANT / AUTHORIZED AGENT INFORMATION / SIGNATURES

Owner Information:

Name(s): _____ Phone: _____
Address: _____ Cell: _____
City: _____ State: _____ Zip: _____ Email: _____

I understand that:

A person may not file a subdivision plat with Bicknell Town, make disposition of any lot (sell, rent, lease or otherwise convey title to or possession of a lot), erect any facility for the supply of water or disposal of sewage or solid waste, or occupy a permanent building in a subdivision until the town council has indicated that the subdivision has been approved.

I designate _____ as my representative for purposes of this application.

Name(s): _____ Phone: _____
Address: _____ Cell: _____
City: _____ State: _____ Zip: _____ Email: _____

Print name of owner

Signature of owner

Date

SUBMITTAL INFORMATION (For office use only)

Received by: _____

Date: _____

Fee amount paid: _____

Date: _____

Application and check list verified by: _____

Date: _____

Date given to Planning Commission: _____

FIRST STEP / SKETCH PLAN

____ Application form

____ Payment of initial fees

____ Request for presentation to Planning Commission

____ Submittal and content of Sketch Plan

- | | | | |
|---|-----------------------------|----------------------------------|-------------------------------------|
| 1. Streets | 2. Lots | 3. Major buildings | 4. Planned residential developments |
| 5. Utilities | 6. Drainage | 7. Water courses | 8. Street lighting |
| 9. Existing utilities | 10. Irrigation supply lines | 11. Relation of existing streets | |
| 12. List of adjacent properties/addresses within 300 feet | | | |

____ Sketch Plan Review

1. Review plan with Planning Commission
 - a. General Concept of proposed development
 - b. Scope any defects
 - c. Plan within the city's general plan
 - d. Zone changes if needed

____ If all initial issues are resolved Subdivider shall prepare Preliminary Plan

SECOND STEP / PRELIMINARY PLAT REVIEW

____ Submission of preliminary plan to Planning Commission

- | | | | | |
|------------------------------|--------------------------------------|-----------|---------------|--------------|
| 1. Eight (8) copies required | 2. Maps | 3. Charts | 4. Statements | 5. Documents |
| 6. Approvals | 7. Proof of payment of submittal fee | | | |

____ Contents

1. Descriptions
 - a. Proposed name
 - b. Location
 - c. names and addresses of owner/subdivider/engineer
 - c. Date of preparations
2. Series of maps
 - a. Site plan map
 - b. Grading plan map
 - c. Utilities Plan maps
 - d. Drainage area plan
 - e. Vicinity map: Lots, Streets, Sidewalks, Curb and Gutters, All abutting streets, Public rights-of-way
3. Proof of ownership of land
4. Existing Conditions
 - a. Identification and legal description of the subdivision
 - b. Location by section, township and range
 - c. Dimensions and bearing of all property boundaries
 - d. Location of all existing streets, utility rights-of-ways, buildings, public spaces within two hundred feet of subdivision
 - c. Septic systems, water mains, culverts, ditches, canals, natural drainage channels, open waterways
5. Layouts of proposed streets, crosswalks, alleys and easements
6. Layouts, number and dimension of all proposed lots
7. Parcels of land intended to be dedicated for public use
8. Building setback lines
9. Easements for water septic systems, drainage, utility lines
10. Critical Lands/Natural Features
 - a. Lakes
 - b. Rivers
 - c. Streams
 - d. Wetlands
 - e. Canals
 - f. Ponds
 - g. Rock outcroppings
 - h. Woodlands
 - i. Steep slopes
 - j. drainage areas
12. Grading and storm water drainage plans
13. Proposed zoning changes, if needed or recommended
14. Copies of any agreements with adjacent property owners

APPROVAL OF PRELIMINARY PLAT

- ___ Placement on Planning Commission agenda for review of plans with subdivider
 - ___ Town engineer review
 - ___ Adjacent and property owners within 300 feet of subdivision notified by mail
 - ___ Site visit by planning commission, town council, town engineer
 - ___ Action of Planning Commission
 - 1. Review of plans with subdivider
 - ___ Approval which does not constitute approval of final plan. Final approval of the preliminary plan shall only be accorded by the Bicknell Town Council.
 - a. Meets requirements of code
 - b. Consistent with General Plan
 - c. Lots are suitable size
 - d. Hazardous areas have been abated
 - e. Lots border public streets
 - ___ Tentative approval of layout
 - ___ Disapproval
 - a. Inconsistent with General Plan
 - b. Changes need to be made for compliance with code
 - c. Documents and statements incomplete
 - d. Unresolved issue with adjacent property owners
 - e. Any other reason
- ___ Submission of preliminary plat to Town Council
- ___ Placement on Town Council Agenda for review
- ___ Action of Town Council
 - 1. Review of plans with subdivider
 - ___ Approval
 - a. Water is available
 - b. Suitability of Land
 - c. Meets requirements of code
 - d. Consistent with General Plan
 - e. Lots are suitable size
 - f. Fees, costs, and charges met
 - ___ Disapproval
 - a. Inconsistent with General Plan
 - b. Changes need to be made for compliance with code
 - c. Documents and statements incomplete
 - d. Unresolved issue with adjacent property owners
 - e. Any other reason
 - f. Fees not met

THIRD STEP / FINAL PLAT

- ____ Submission of Final Plat to Town Council which must be prepared by a licensed engineer
 - 1. Eight (8) copies of final plans and plat
- ____ Contents
 - 1. Subdivision name and location
 - 2. Name, address, signature of subdivider
 - 2. Description of land
 - 3. Accurately drawn boundaries with proper bearing and dimensions of all properties within the subdivision including streets, alleys, easements, areas for public use.
 - 4. Identification system of lots, blocks and names of streets
 - 5. True angles and distances to the nearest established street lines
 - 6. Radii, internal angles, points and curvatures, tangent bearing and the length of all arcs
 - 7. Accurate location of all monuments, fire hydrants, state, county or other benchmarks
 - 8. Accurate outlines and legal descriptions
 - 9. Acreage of each lot in the subdivision and lot numbers
 - 10. Location of rivers, streams, lakes, ponds, canals, and swamps
 - 11. Preliminary Title Report
 - 12. Public Improvement Agreement
 - 13. Owner's Certificate of Dedication
- ____ Standard Forms for the following must be submitted
 - 1. Registered engineer or land surveyor's certificate of dedication
 - 2. The engineer's certificate of approval
 - 3. The town engineer's certificate of approval
 - 4. The town attorney's certificate of approval
 - 5. The town council's certificate of approval
 - 6. Space for town recorder's use
- ____ The Final Plat shall be accompanied by
 - 1. Policy of title insurance or attorney's title certificate showing good and marketable title
 - 2. Itemized estimate of cost of all improvements
 - 3. Copy of deed restrictions if any
 - 4. Form of surety
 - a. bond underwritten by licensed bonding company
 - b. cash deposit placed in escrow with financial institution
 - c. pledge of sufficient security as approved by the town council
 - 5. Fees
 - a. Engineer Review Fee
 - b. Attorney Fee, if needed
 - c. Actual cost of recording final plat and documents
 - d. All other fees due and payable before final approval of permit
 - 6. Town Engineer Review of final plans, plat, documents, and cost estimates

TOWN COUNCIL FINAL APPROVAL

- ____ Bond submitted with final plat
- ____ Reviewed by city engineer and attorney
- ____ All plans, plats and documents, cost estimates consistent with preliminary plan
- ____ Plans, plats, documents, execution of all documents, agreements and final plat and accept all public dedications
- ____ Town Council Public Meeting for final approval
- ____ Town Council completes and signs certificate of approval

*Subdivider shall begin project within one (1) year from date of recording with Wayne County Recorder or approval shall be revoked and entire reviewed process must be repeated.

PERFORMANCE GUARANTEE

____ Contract Agreement

1. To guarantee the installation of all required improvements, a contract agreement shall be entered into by the subdivider in which a lien shall be placed on the property concerned.

____ Bond Required

1. Type of Bond - Cash Escrow Bond
 - a. One hundred ten percent (110%) of estimated cost of improvements
 - b. Signed by subdivider and mortgage company stating faithful performance or in lieu of payment to the town
 - c. Includes commitment not to release any of the said sums without specific approval of Town Council or town engineer
 - d. Town attorney has discretion as to such other terms as may be required from time to time to adequately protect the town
2. Duration of Bond
 - a. Two (2) year term
 - b. Provision included for unconditional payment of the face amount of the bond within thirty (30) Days from the city's declaration of default by subdivider.
3. Default
 - a. Two (2) years after completion of the required improvements, such improvements shall be inspected by the town council and town engineer
 - b. If found in satisfactory condition the town engineer will certify the same to town council
 - c. If in default or neglects to satisfactorily install required utilities within two (2) years from date of approval of the final plat the city shall declare the bond forfeited and the city may install or cause the required improvements to be installed using the proceeds of the bond

____ Preliminary Report of Title

1. Final document is required of the Subdivider which has the appropriate signatures and is subsequently recorded by the authority of the town.
2. Final documents must dedicate for the public use certain portions of the property such as streets, rights of way and the like.
3. Provisions needing to be met in preliminary report of title
 - a. Town Engineer approval before council approval
 - b. Specify each and every owner or interested party
 - c. Made in pursuant to the issuance of a policy of title insurance
 - d. Preliminary Report of title becomes the property of the city and shall be filed with review papers of subdivision
 - e. Performance guarantee acceptable to city council as required
4. Tax and other liens
 - a. The town may withhold an otherwise valid plat approval until the owner of the land provides adequate documentation indicating that all liens, taxes, interest and penalties owing on the land have been paid.