



MINOR RE-SUBDIVISION STEPS

PLANNING COMMISSION:

1. Submit completed/signed application and survey plat plan (Plat plan needs lines for Planning Commission chairman and Commissioners. Also needs a line stating “Acceptance of plat as presented by (*Name of Applicant*), and a line for applicant signature and date signed. If plat shows a right of way, it needs must indicate if it is “Private” or “Public”.)

NOTE: Ten (10) copies of the new survey plat shall be made part and submitted with the application.

2. Run 1 Public Hearing Notice ad at least (10) days prior to meeting)
3. Post Property at least (10) days prior to meeting.
4. If accepted by Planning Commission, file signed copies at the Clerk of Court’s Office.
5. Mail “*clocked*” copy to property owner when it is returned from Clerk’s Office.

Note: Items 2-5 will be administered by the Office Staff of the Village of Folsom.

