

**Concept Application for MINOR Subdivision (4 lots or less)**

**Parcel Information:**

Subdivision Name: \_\_\_\_\_

Number of Lots: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Land Use Designation(s): \_\_\_\_\_

Current Zoning Designation: \_\_\_\_\_

Primary Parcel ID #: 030-\_\_\_\_-\_\_\_\_-\_\_\_\_

Property Location: \_\_\_\_ ¼, \_\_\_\_ ¼, Sec. \_\_\_\_\_, T. \_\_\_\_\_ N., R \_\_\_\_\_ W., Town of St. Joseph

Physical Address of Primary Parcel: \_\_\_\_\_

**Property Owner Information:**

Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

**Engineer Information:** Complete this section if one is being used as part of this application

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

**Developer/Agent Information:** Complete this section if one is being used as part of this application

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

**Surveyor Information:** Complete this section if one is being used as part of this application

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

**Concept Submittal Information:**

- **Pre-Application Meeting:** Prior to submitting an application the landowner or their agent must schedule a meeting with the Town of St. Joseph staff to discuss the application and the process.
- The application deadline for concept maps is 21 days before the Plan Commission meeting.
- The Town Engineer may formally review the concept and provide written comments.
- The Minor Subdivision Concept Review fee is due when the application is submitted.

**16 Copies of the following items are due when the application is submitted:**

- List of Names and Addresses of the all adjoining property owners including those across public roadways
- Letter apprising adjoining property owners of proposed action
- 8 ½" by 14" or 11" by 17" sketch/concept drawings with calibrated lines
- Overhead/aerial view of the property showing adjacent properties
- Completed Checklist- All requirements in Chapter 168 Article II (Application and Review procedures) and/or Article IV for subdivisions with land located within the Residential Preservation or Residential Transitional areas as designated in the Town Comprehensive Plan.

**Other Materials due when the application is submitted**

- Stamped, addressed, stuffed and sealed envelopes for all adjoining property owners
- Letters apprising adjoining property owners of proposed action (Need enough to mail the adjoining property owners)

**All fees and expenses incurred are the responsibility of the applicant/owner to be paid/provided as required throughout the process.**

I certify by my signature that all information presented herein as well as supporting information are true and correct to the best of my knowledge. I further agree to withdraw this written application if substantive false or incorrect information has been included. I hereby request the Town of St. Joseph process this application according to Chapter 168 of the Town of St. Joseph Code of Ordinances.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Authorized Agent can sign in lieu of the owner if they attach proof of authorization to the application.

**Developer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

OFFICE USE ONLY

Concept Application for Minor Subdivision (4 lots or less) Issued By

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Fee: \$250 for each review