

**City of White Sulphur Springs
Subdivision Review Exemption Application
Required Materials**

Name of Applicant: _____

Address: _____

Phone: _____ Email: _____

Project Name: _____

Application Sets: 1 set is required which includes 1 copy of every item indicated below, or as noted, bound or folded into 8 ½ x 11 or 8 ½ x 14 sets.

- Complete and signed development review application
- Plan sets which include all required items listed on checklist below.

NOTE: The initial application may be submitted on paper and upon direction from the City Engineer/Planner, the Amended Plat or Certificate of Survey may be submitted in a manner which guarantees a permanent record.

Standard application sets required: 2 copies full size 24 x 36

Plan sizes: amended plat or survey

- 2 digital versions of all materials (JPEG or PDF) including CAD file of the COS/Plat sheets on separate CD-ROM's or USB drives. Individual files must be provided at 5 MB or less in size.

All plans must be drawn to scale on paper not smaller than 8 1/2 x 11 or larger than 24 x 36. The name of the project must be shown on the cover sheet of the plans. If 3-ring binders will be used, they must include a table of contents and tabbed dividers between sections. Plans which are rolled or not bound into sets will not be accepted.

Subdivision Exemption Type: _____

Total Number of Lots prior to Exemption: _____

Total number of lots proposed with amended survey or plat: _____

Fee: \$ _____

CHECKLISTS:

1. 76-3-201(1)(a). A division of land created for mortgages, liens, or trust indentures for the purpose of construction, improvements to the land being divided, or refinancing purposes.
 - a. A certificate of survey, legibly drawn with permanent ink or printed or reproduced by a process guaranteeing a permanent record, that is 18- by 24- inches or 24- by 36-inches overall to include a 1 1/2 -inch margin on the binding side. The certificate of survey must include all certificates required by code and must include all signatures except for the Clerk and Recorder and the Governing Body.

- b. Written statement explaining how many parcels within the original tract will be created/affected by use of the exemption, and who will have title to and possession of the remainder of the original parcel.
 - c. Written statement explaining who will have title to and possession of the remainder of the original parcel.
 - d. A signed and notarized statement from a lending institution that the creation of the exempted parcel is necessary to secure a construction loan for building or other improvements on the parcel.
2. 76-3-207(a) Division made outside platted subdivision for common boundary realignment between adjoining parcels.
 - a. A certificate of survey, legibly drawn with permanent ink or printed or reproduced by a process guaranteeing a permanent record, that is 18- by 24- inches or 24- by 36-inches overall to include a 1 1/2 -inch margin on the binding side. The certificate of survey must include all certificates required by code and must include all signatures except for the Clerk and Recorder and the Governing Body.
 - b. A certificate of survey must show the exemption was used only to change the location of a boundary line dividing two parcels.
 - c. The certificate of survey must clearly distinguish the prior boundary location (shown, for example, by a dashed or broken line or a notation) from the new boundary (shown, for example, by a solid line or notation).
 - d. The certificate of survey must bear the signatures of all landowners whose parcels are changed by the relocation.
 - e. Copy of deed(s) exchanging recorded interest from every person having a recorded interest in adjoining properties for the entire newly-described parcel(s) which is acquiring additional land.
 - f. Documentation showing the need or reason for the relocation (for example: structure encroachment, surveyor error, or enhancement of the configuration of the property).
3. 76-3-207(b) Division made outside of platted subdivision for gift or sale to immediate family.
 - a. A certificate of survey, legibly drawn with permanent ink or printed or reproduced by a process guaranteeing a permanent record, that is 18- by 24- inches or 24- by 36-inches overall to include a 1 1/2 -inch margin on the binding side. The certificate of survey must include all certificates required by code and must include all signatures except for the Clerk and Recorder and the Governing Body.
 - b. Copy of deed transferring interest in parcel being created.
 - c. Statement detailing where the deed is in escrow, how long it will be in escrow, and authorization to contact the escrow agent for verification.
 - d. The COS must indicate the name of the grantee, the relationship of the grantee to the landowner, and the parcel to be conveyed to the grantee.
4. 76-3-207(c) Division made outside of a platted subdivision for agricultural purposes.
 - a. A certificate of survey, legibly drawn with permanent ink or printed or reproduced by a process guaranteeing a permanent record, that is 18- by 24- inches or 24- by 36-inches overall to include a 1 1/2 -inch margin on the binding side. The certificate of survey must

include all certificates required by code and must include all signatures except for the Clerk and Recorder and the Governing Body.

- b. Covenant running with the land, revocable only by mutual consent of the City of White Sulphur Springs and the transferee/property owner, that the divided land will be used exclusively for agricultural purposes, and that no building or structure requiring water or sewer facilities shall be utilized on such parcel.
5. 76-3-207(d) For lots within a platted subdivision, relocation of common boundaries and/or aggregation of lots.
- a. An amended plat or a certificate of survey, legibly drawn with permanent ink or printed or reproduced by a process guaranteeing a permanent record, that is 18- by 24- inches or 24- by 36-inches overall to include a 1 1/2 -inch margin on the binding side. The certificate of survey must include all certificates required by code and must include all signatures except for the Clerk and Recorder and the Governing Body.
 - b. The amended plat and certificate of survey must show that the exemption was used only to change the location of a boundary line dividing two parcels.
 - c. The amended plat and certificate of survey must clearly distinguish the prior boundary location (shown, for example, by a dashed or broken line or a notation) from the new boundary (shown, for example, by a solid line or notation).
 - d. The amended plat and certificate of survey must bear the signatures of all landowners whose parcels are changed by the relocation.
 - e. Copy of deed(s) exchanging recorded interest from every person having a recorded interest in adjoining properties for the entire newly-described parcel(s) which is acquiring additional land.
 - f. Documentation showing the need or reason for the relocation (for example: structure encroachment, surveyor error, or enhancement of the configuration of the property).
 - g. If there are existing structures on site, an exhibit illustrating the location of existing structures in relation to the relocated property line.

Signature of Applicant/Agent: _____

Applicant understands the checklist may not contain all materials requested and upon review, additional materials may be requested based on the nature of the request, the location of the property in question, or the requirements of the review policy or process involved. The City Engineer/Planner will acknowledge receipt of the Application and identify additional materials required within 2 weeks of receipt.

Office Use Only		
Date Received: _____	<input type="checkbox"/> Hand-delivered	<input type="checkbox"/> Mailed
Received by: _____ (initials)	Routed: <input type="checkbox"/> Mayor	<input type="checkbox"/> City Engineer/Planner
Fee paid: \$ _____		