



No.  
\$75.00 PLUS  
\$10.00/LOT FEE

**SUBDIVISION APPLICATION**

**NOTE:** This application shall not be altered by an applicant except that additional sheets may be attached where there is insufficient space provided to complete the required information. Additional supporting material may accompany the application at the applicant(s) discretion. No section of the application can be waived without written justification, and the Department of Public Works deems such justification sufficient to warrant a waiver.

**PLEASE TYPE OR PRINT NEATLY**

LOCAL AGENT'S NAME: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE:(\_\_\_\_)\_\_\_\_\_

CITY:\_\_\_\_\_ STATE:\_\_\_\_\_ ZIP:\_\_\_\_\_

STATUS OF AGENT: \_\_\_\_\_  
(Owner, renter, potential owner, etc.)

OWNER (If not agent): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: (\_\_\_\_)\_\_\_\_\_

CITY:\_\_\_\_\_ STATE:\_\_\_\_\_ ZIP:\_\_\_\_\_

**NOTE:** If the property owner(s) is (are) not the agent(s), a notarized statement signed by the owner(s) which states that they have no objection to the proposed subdivision shall be attached to this application.

PROPOSED SUBDIVISION NAME: \_\_\_\_\_

PRESENT ZONING: \_\_\_\_\_

PROPOSED ZONING: \_\_\_\_\_

NEW SUBDIVISION:(If applicable)

1. APPROXIMATE AREA OF SUBDIVISION(acres): \_\_\_\_\_

2. PROPOSED NUMBER OF BLOCKS: \_\_\_\_\_ LOTS: \_\_\_\_\_ STREETS: \_\_\_\_\_

3. IS SUBDIVISION PART OF AN ANNEXATION? YES \_\_\_\_\_ NO \_\_\_\_\_

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RE-SUBDIVISION:(If applicable)

1. NAME OF PREVIOUS SUBDIVISION: \_\_\_\_\_

2. LOT AND BLOCK NUMBERS OF PREVIOUS SUBDIVISION INVOLVED IN RE-SUBDIVISION:

LOT(S) \_\_\_\_\_ BLOCK(S) \_\_\_\_\_

3. NAME OF PROPOSED RE-SUBDIVISION: \_\_\_\_\_

LOT(S) \_\_\_\_\_ BLOCK(S) \_\_\_\_\_

NOTE: This application shall be accompanied by a plat of the proposed subdivision as required in the City of Sterling Subdivision Ordinance. This plat needs to be done by a registered surveyor and must depict the existing and proposed subdivision.

Please attach an affidavit of ownership which shall include the dates the respective holdings of land were acquired, together with the book and page number of each conveyance to the present owner as recorded in the office of the County Clerk and Recorder.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTE: THE APPLICANT OR A REPRESENTATIVE MUST BE PRESENT AT THE PLANNING COMMISSION MEETING. IF NO ONE IS PRESENT, THE REQUEST WILL BE TABLED UNTIL THE NEXT MEETING.**

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FOR DEPARTMENT USE ONLY

APPLICATION FEE:\$ \_\_\_\_\_ PAID: \_\_\_\_/\_\_\_\_/\_\_\_\_ FEE RECEIPT #: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

ISSUED PERMIT #: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_