

Name of Divider: \_\_\_\_\_

**TOWN OF MT. PLEASANT  
Procedure Outline for  
Minor Subdivision & Certified Survey Map Approvals**

For Town Clerk: \_\_\_\_\_

**1. PRELIMINARY CONSULTATION**

Date \_\_\_\_\_

a. Land Divider informs Town Clerk in writing of impending land division. Town Clerk will notify land divider of meeting dates, deadlines, & filing requirements.

Date \_\_\_\_\_

b. Land Divider will meet with Plan Commission.

Date \_\_\_\_\_

c. Land Divider must submit a location map.

**2. SUBMISSION OF CERTIFIED SURVEY MAP**

Date all  
Submitted: \_\_\_\_\_

a. Six (6) copies of the following will be submitted to Town Clerk:

1. Certified Survey Map
2. Letter of Application
3. Use Statement
4. Zoning Changes
5. Area Plan
6. Adjacent Land Divisions
7. Street Plans and Profiles
8. Soil Testing

b. Submission of Escrow Fund Deposit

c. Town Clerk's duties for certified survey map submission

1. Distribute submitted information to Plan Commission
2. Schedule a review of the certified survey map by Plan Commission upon receipt of all required documents
  1. All abutting & opposite property owners receive notice of review

Escrow Amt Paid  
Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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

**3. CERTIFIED SURVEY MAP REVIEW & APPROVAL**

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

a. Plan Commission review

1. Within ninety (90) days of certified survey map submission, Plan Commission approves or rejects certified survey map
2. Reasons for rejection are stated in writing
3. Failure to act in ninety (90) days constitutes approval of certified survey map
4. Town Clerk communicates actions of Plan Commission to land divider
5. Town Clerk puts approved certified survey map on Town Board's agenda

Date \_\_\_\_\_

Date \_\_\_\_\_

b. Town Board review-upon approval by Plan Commission

1. Within sixty (60) days of approval by Plan Commission, Board approves or rejects certified survey map
2. Failure to act in sixty (60) days constitutes board approval of certified survey map
3. Town Clerk communicates action of Town Board to land divider and inscribes approval on certified survey map only if:
  1. Required improvements are done or a contract and sureties have been filed
4. Land Divider files eight (8) copies of recorded (at Courthouse) certified survey map with Town Clerk within six (6) months of Board approval
  1. Failure to record in six (6) months vacates town approval

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

Date \_\_\_\_\_

Date \_\_\_\_\_

Name of Land Divider:

**TOWN OF MT. PLEASANT**  
**Outline of Minor Subdivison Fees**

<b>Escrow Fund Deposit Amount*</b>	\$ 200.00	Date Rec'd	_____
*Paid with submission of certified survey map			
Certified Survey Map Review Fees	\$ 100.00	Date Review	_____
Special Meeting Fees	\$ -	Date	_____
	\$ -	Date	_____
	\$ -	Date	_____
<b>Escrow Fund Balance Subtotal</b>	<b>\$ 100.00</b>		
Engineering Fees*	\$ -	Date	_____
*attach copy of bill	\$ -	Date	_____
Legal Fees*	\$ -	Date	_____
*attach copy of bill	\$ -	Date	_____
Administrative Fees:			
	\$ -	Date	_____
	\$ -	Date	_____
	\$ -	Date	_____
<b>Escrow Fund Balance Subtotal</b>	<b>\$ 100.00</b>		
Escrow Replenished Amount*	\$ -	Date	_____
*if balance falls below \$50.00			
<b>Escrow Fund Ending Balance</b>	<b>\$ 100.00</b>	Date refunded	_____