



**SUBDIVISION APPLICATION TRACKING CHECKLIST**

CONCEPT PLANS and FINAL PLATS shall be submitted in electronic format (complete packet) to the Planning Commission secretary.

Payment and original Affidavit of Mortgage Declaration must be received by the Town of Sorrento prior to the application being reviewed.

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

**Project Number:** \_\_\_\_\_

**A. Major / Minor Subdivision – Concept Plan**

- Subdivision Application Form
- Concept Plan for review
- Plat Review Submittal Checklist
- Major Subdivision Checklist
- Adjacent Property Owner’s Form, Including Addresses and Lot Numbers
- Proposed Wetlands Delineation or Jurisdictional Wetlands Determination
- Drainage Impact Study
- Traffic Impact Study
- Application Fees

**B. Major / Minor Subdivision – Final Plat**

- Subdivision Application Form
- Final Plat for review
- Plat Review Submittal Checklist
- Affidavit of Mortgage Declaration
- Final Jurisdictional Wetlands Determination
- Application Fees

**C. Family Partition**

- Subdivision Application Form
- Plat for review
- Plat Review Submittal Checklist
- Affidavit of Mortgage Declaration
- Affidavit of Transfer to Designated Family Member
- Adjacent Property Owner’s Form, Including Addresses and Lot Numbers
- Application Fees

**D. Simple Division**

- Subdivision Application Form
- Final Plat for review
- Plat Review Submittal Checklist
- Affidavit of Mortgage Declaration
- Application Fees

**Office Use Only:** Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Project No.: \_\_\_\_\_  
Fees: \_\_\_\_\_