



Planning and Zoning Administrator

## Administrative Subdivision Application

Complete the necessary information below. For example, if there are two lots involved with two separate owners, complete line item (A) for one owner and line item (B) for the other owner throughout the application.

**Owner(s) of Lot(s) Included in Proposed Administrative Subdivision:**

(A) Owner(s) / Applicant(s) Name and Address:

---

(B) Owner(s) / Applicant(s) Name and Address:

---

**Existing Legal Description(s) of Lot(s) prior to Administrative Subdivision:**

(A) \_\_\_\_\_ (Owner(s) Name):

---

---

---

---

(B) \_\_\_\_\_ (Owner(s) Name):

---

---

---

**Proposed Legal Description(s) of Lot(s) after Administrative Subdivision:**

(A) \_\_\_\_\_ (Owner(s) Name):

---

---

---

---

(B) \_\_\_\_\_ (Owner(s) Name):

---

---

---

Owners of the properties included in the administrative subdivision shall be responsible for the surveying costs/fees related to the administrative subdivision including any supporting information as required to be provided.

After City Council review and approval property owners included in the administrative subdivision are responsible for payment of the required filing fee and filing of the same at the Hamilton County Courthouse.

All approved surveys submitted must have a Registered Land Surveyors Seal.

A Survey/Plat showing the following information is required to be submitted with this application:

- (1) Survey/Plat showing the existing parcels/lots, legal descriptions, and property owners prior to the administrative subdivision.
  
- (1) Survey/Plat showing the proposed parcels/lots, legal descriptions, and property owners following the approval of the administrative subdivision.

\_\_\_\_\_  
**(A)** Owner(s) / Applicant(s) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**(B)** Owner(s) / Applicant(s) Signature

\_\_\_\_\_  
Date

Application # \_\_\_\_\_