

SUMMIT COUNTY PLANNING DEPARTMENT

SUBMITTAL REQUIREMENTS FOR A DUPLEX SUBDIVISION EXEMPTION



CLASS 2 DEVELOPMENT REVIEW PROCESS

Per the provisions of Section 12003 of the Summit County Land Use and Development Code (“Code”), it is hereby acknowledged that situations will occur when all of the listed submittal requirements will not be needed, and situations will also occur when items not listed as submittal requirements will be needed in order for the County to have sufficient information to fully evaluate the impacts of an application. Accordingly, the Planning Department is authorized by the Summit County Board of County Commissioners (“BOCC”) per the provisions of Section 12003 et seq. of the Code to determine, based on the nature of an application, whether to waive BOCC adopted submittal requirements or require additional information based on the nature of each application.

The following shall be submitted to the Planning Department with a Class 2 development review application for duplex subdivision exemptions, except for items that may be waived, or additional items that may be required, in accordance with Section 12003 et seq. of the Code:

Initial and date when required (Office use only)	Initial and date when submitted (Office use only)	
		A. Written Material
		1. Application Form: Attached to the packet.
		2. Letter from Property Owner(s): Letter from property owner indicating that such owner is applying for a development review application, or a letter from the property owner giving permission for another person or entity to apply for a duplex subdivision exemption.
		3. Legal Description and Acreage: If unplatted, prepared by registered land surveyor. If legally platted, the legal description can be on the application form.
		4. Preliminary Title Report: An applicant shall submit a preliminary title report (Schedule B).
		5. Tax Certificate: Obtained from the County Treasurer’s Office Showing taxes owed (ad valorem taxes) have been paid.
		6. Closure Sheets: Prepared by the surveyor.
		7. Party Wall Agreement: An acceptable party wall agreement, or other legal document that addresses the maintenance of the improvements and the exterior of the duplex, and how the party wall will be managed.
		B. Graphic Material
		1. Vicinity Map
		2. Plat (1”:10’, 1”:20’ or 1”:30’ scale) including: <ul style="list-style-type: none"> <input type="checkbox"/> Meeting the applicable requirements of the Subdivision Regulations contained in Chapter 8 of the Code. <input type="checkbox"/> Precise layout of lots. <input type="checkbox"/> Precise layout of road and trail rights-of-way per Chapter 5 of the Code. <input type="checkbox"/> Proposed dedication of rights-of-way and reservations of easements. <input type="checkbox"/> Proposed plat notes.

		C. Other Materials
		1. Development Review Processing Fee: Required fee and adjacent property owner notification printing & mailing cost (payable to Summit County Government)
		2. Public use fees as required by Section 8601 to be paid prior to the recordation of the final plat in the Clerk and Recorder's Office
		3. Number of Copies Required: <input type="checkbox"/> ___ copies of stapled packets of the graphic material, in the scale as outlined above at 24" x 36" in size, folded to 8½"x11" . <input type="checkbox"/> ___ copies of stapled packets of the graphic material that are scalable at 11" x 17" in size, folded to 8½"x11" . <input type="checkbox"/> ___ copies of the written materials. <input type="checkbox"/> Individual PDF's of each item required as part of the submittal, separated and labeled according to the submittal requirements.
		4. The Planning Department may require you to submit additional information needed for review of your application.

I, _____ understand and acknowledge the above listed submittal requirements are needed in order to make application for a Duplex Subdivision Exemption Application. The application includes all the submittal requirements as indicated by an initial and date on the submittal requirement checklist. All applicable fees, any required plans and any other submittal documents so indicated "*When Required*" on this checklist are also included in the submittal.

Date of Pre-Submittal Meeting: _____

Planner's Signature: _____