

**FOR OFFICE USE ONLY**

SUBDIVISION APPLICATION \_\_\_\_\_ APPLICATION # \_\_\_\_\_  
PROPERTY ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_ FEE \$50.00 PER LOT  
DECISION DUE BY \_\_\_\_\_ STAFF SIGN \_\_\_\_\_

---

**INSTRUCTIONS TO APPLICANTS**

- I. Submit one copy of this application to the Codes Enforcement Officer.
- II. A non-refundable fee, for the investigation, filing and processing, must accompany this application. Please make check payable to the Village of Hamilton.
- III. Attach certificate from the Village of Hamilton and Madison County Treasurer showing the status of all taxes and charges on this property as of the date of this application.
- IV. In the case of 5 or more lots, Certification of Approval by Madison County Health Department shall be attached.
- V. A subdivision map (plat) must be submitted, drawn in waterproof ink on tracing cloth or permanent tracing film (Mylar or other equivalent material). Upon final approval, this map must be filed in the Madison County Clerk's Office and, therefore, must meet all the requirements established by the County of Madison (see attached sheet).

The following map information is required by the Village of Hamilton:

Please write the word "map" in the space provided if the information requested below has been included or shown on the map submitted. Place a check ( ) mark in the space when that information has not been included. Any information not provided on this sheet or on the map, and has not been waived by the Planning Board, must be fully explained. (Please attach additional sheets.)

- \_\_\_\_\_ a. The subdivider's name and address.
- \_\_\_\_\_ b. The name, address, seal and signature of the licensed land surveyor and (when required) the name, address, seal and signature of the licensed professional engineer.
- \_\_\_\_\_ c. A location sketch (not necessarily to scale) showing the proposed subdivision, adjoining roads (with their names), intersections, schools, parks, and/or other physical features which will aid in identifying the site.
- \_\_\_\_\_ d. A topographic map prepared by a licensed land surveyor showing existing contours and watercourses on the subdivision over the area within a radius of two hundred (200) feet measured from the subdivision boundaries.
- \_\_\_\_\_ e. For the area to be subdivided and within a two hundred (200) foot radius from the boundaries of the subdivision. Locate and show the following:
  - \_\_\_\_\_ 1) All property lines, easements, buildings, water courses, water mains, sanitary and storm water sewers, natural gas, electrical and communication distribution lines and all other significant features of the area.
  - \_\_\_\_\_ 2) The names of all property owners.
  - \_\_\_\_\_ 3) The location, names, and widths of all existing and proposed streets, highways, easements, parks and other public properties. (Where new streets are proposed, the right-of-way lines and widths and the pavement lines and widths shall be shown),
- \_\_\_\_\_ f. Locations of all existing and proposed connections with existing and proposed water, sewer, and other utility lines, and the indication of provisions for and locations of surface drainage facilities.
- \_\_\_\_\_ g. All areas proposed to be dedicated to public use shall be shown and so indicated and any conditions of such dedication shall be included or attached.
- \_\_\_\_\_ h. Typical cross-sections of the proposed subdivision grading.
- \_\_\_\_\_ i. Elevations of existing and proposed ground surfaces at all street intersections and points of major grade change along the center line of streets together with the proposed grade lines of adjacent surfaces.

**GENERAL INFORMATION**

1. **SUBDIVIDER:** (Applicant)  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
No & Street: \_\_\_\_\_  
City, State & Zipcode: \_\_\_\_\_
2. **OWNER:** (If different):  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
No. & Street: \_\_\_\_\_  
City, State & Zipcode: \_\_\_\_\_
3. **SURVEYOR:**  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
No. & Street: \_\_\_\_\_ License #: \_\_\_\_\_  
City, State & Zipcode: \_\_\_\_\_
4. **LOCATION OF PROPOSED SUBDIVISION:**  
No. & Street: \_\_\_\_\_  
Distance and direction to nearest intersection: \_\_\_\_\_  
Is property located within 500 feet of a municipal boundary? \_\_\_\_\_
5. Name of original Subdivision: \_\_\_\_\_
6. Name of proposed Subdivision: \_\_\_\_\_
8. **LOT NUMBERS (s)**      Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
As shown on the official      Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Village map in the      Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Village Office
9. The tax Account number (s) is (are) # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_
10. The land is held by the owner/applicant under the following deed (s) recorded in Madison County Clerk's Office:  
  
Date: \_\_\_\_\_ Liber: \_\_\_\_\_ Page: \_\_\_\_\_  
Date: \_\_\_\_\_ Liber: \_\_\_\_\_ Page: \_\_\_\_\_
11. Zoning District (s) \_\_\_\_\_
12. Is any part of the land in a flood zone, or subject to wetland control?  
Yes \_\_\_\_\_ No \_\_\_\_\_

I certify that the information supplied on this application is complete and accurate.

**APPLICANT SIGNATURE** \_\_\_\_\_ Date \_\_\_\_\_

**OWNER** (If other than above). I have read and familiarized myself with the contents of this application and do hereby consent to its submission and processing.

**OWNERS SIGNATURE** \_\_\_\_\_ Date \_\_\_\_\_

---

**FOR OFFICE USE ONLY**

WAIVER CERTIFICATE: I do hereby grant the applicant a waiver from providing information/documentation to instruction item (s) \_\_\_\_\_ as not necessary for the review and approval of this subdivision application.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_  
DATE \_\_\_\_\_ FORM DATE \_\_\_\_\_