



**LAND USE PERMIT APPLICATION  
MINOR SUBDIVISION**

<b>Office Use Only:</b>		<b>Application Date:</b>	<b>Permit Number:</b>
<b>PIN:</b>	<b>Lot No.:</b>	<b>Subdivision:</b>	<b>Zoning:</b>

**SITE INFORMATION**

Site Address:

**OWNER INFORMATION**

Owner Name:

Site Address (Street, City, State, Zip):

E-Mail: Phone:

Project Interest (Owner, Potential Buyer, Consultant, Etc.):

**SURVEYOR INFORMATION**

Company Name: Contact Name:

Mailing Address (Street, City, State, Zip):

E-Mail: Phone:

**PROJECT INFORMATION**

Project Description:

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**NOTE: Fees for this application are collected at the time of submission.** **Initial:** \_\_\_\_\_

*By signing this application form, I hereby acknowledge that the information I have provided is complete and accurate to the best of my knowledge. Furthermore, I acknowledge my responsibility to conform to the applicable federal, state and local regulations pertaining to the project described by this application and attachments. I also understand that this application will expire within 180 days of the date of my signing, unless extended in writing by the Building Official.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



R E P U B L I C  
**BUILDS**  
Public Works • Community Development

## GUARANTEE OF PAYMENT AGREEMENT

By signing this agreement, I acknowledge and accept full responsibility for payment to the City of Republic for all fees and charges incurred by 3<sup>rd</sup> party consultant review and any/all fees related to the review of drawings and specifications associated with this project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please print the following information for billing purposes:

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## MINOR SUBDIVISION INSTRUCTIONS

Please include the following documents with the **Minor Subdivision Application**:

- Completed Guarantee of Payment Agreement.**
- Minor Subdivision Application:** Completed and signed Minor Subdivision Application.
- Survey:** (1) full-size paper copy of the Survey; digital copy (PDF) of the Survey emailed to the Planner at the time of application. At the time of recording (4) hard copies, with two being mylar, will need to be provided.
- Deed.** Copy of current Deed indicating property ownership.
- Fees:** The fee for a **Minor Subdivision Application** includes:
  - **Application Fee:** \$250 (due at time of Application)

### Minor Subdivision Process:

- Pre-Application Meeting:** A Pre-Application Meeting with the Technical Review Team (TRT) is not required but is encouraged.
- Application:** A completed Application, including the Deed, Survey(s), and Fee.
- Review:** The Technical Review Team (TRT) will review the proposed Minor Subdivision and provide the Applicant and their Design Professional with Review Comments and/or Approval; the TRT will review subsequent Submittals for final review of all requirements of the Minor Subdivision Ordinance.
- Signatures:** Upon Approval, the BUILDS Staff will coordinate with the Owner to obtain signatures on the Survey (Notary required).
- Greene County Recorder's Office:** Once signed by all applicable parties, the Applicant must have the Survey recorded at the Greene County Recorder's Office.

### References:

**Republic Municipal Code:** [Article II Minor Subdivisions](#)

**Community Development Major Project Tracker Map:** Since its inception, this tool maps and tracks the progress of all completed and ongoing development projects throughout the City. Information and photographs can be found for everything from new subdivisions to new commercial buildings. This link will take you to the [Major Project Tracker page](#), which includes instructions for use.

**Planning & Zoning Agenda Tracker Map:** A great number of items come through the Community Development Department that end up in front of the Planning and Zoning Commission and/or City Council. From Annexations to Final Plats, the [P&Z Agenda Tracker](#) provides information on all of these items, and more, as well as their mapped location, current status, and links to Staff Reports and Exhibits.

**Online Community Map:** The [Community Map](#) is an up-to-date view of our City that includes access to important information like property ownership, floodplain and sinkhole locations, subdivision plats, and much more. It is constantly kept up-to-date so you will be too! Stay tuned for new aerial photography to be added. This new imagery was taken in March and April of 2024 and is the result of a cooperative effort between a number of cities and counties in the region.