

**TABLE 1
CONVERSE COUNTY SUBDIVISION PROCESS**

| | | REQUIRED ITEMS | | | | | | | | | | | | | | | | | | |
|--|---|---|-------------------------------|-------------------------|------------------------------|---|--|----------------------|----------------------|------------|--------------|------------------------------|------------------------|-----------------------------|----------------|------------------------|--------------------------------|-----------------------------|-------------------------------|--|
| SUBDIVISION TYPE | DEFINITION | Proof of Ownership | Notice of Intent to Subdivide | Subdivision Application | Subdivision Application Fees | Notification to Agencies/ Adjacent Landowners | Survey Record | Sketch Plat | Preliminary Plat | P&Z Review | DEQ Approval | Perc Tests if on site septic | Improvements Agreement | MOA for Municipal Utilities | Public Hearing | Approval Level | Disclosure Statement | Final Plat/Survey Record | Recording Fees w/County Clerk | Initiation of Process |
| FAMILY EXEMPTION | Division of land outside a platted subdivision transferred to close relative with many restrictions, requires approval by Special Projects with a four (4) acre minimum | Yes (Dates must be checked, Appendix Q) | No | Yes (Appendices D & E) | No | No | Yes (Appendices B & C) | No | No | No | No | No | No | No | No | Special Projects | Yes - Recorded with Deed(s) | Yes - Recorded with Deed(s) | Yes | Acquire subdivision information and application from Special Projects Office |
| MINOR | Division of land into five (5) lots or less with a four (4) acre minimum | Yes (Appendix Q) | Yes (Appendix R) | Yes (Appendix G) | Yes | Yes | No | No | Yes (Appendix G & N) | Yes | Maybe | Yes | Possible | No | Yes | Board of Commissioners | Yes - Recorded with Final Plat | Yes (Appendix H & O) | Yes | Acquire subdivision information and application from Special Projects Office |
| MINOR (within 800 feet of existing subdivision or dwelling) | Division of land into five (5) lots or less with a four (4) acre minimum proposed within 800 feet of existing subdivision or dwelling | Yes (Appendix Q) | Yes (Appendix R) | Yes (Appendix G) | Yes | Yes | No | No | Yes (Appendix G & N) | Yes | Yes | DEQ Requirements | Probable | No | Yes | Board of Commissioners | Yes - Recorded with Final Plat | Yes (Appendix H & O) | Yes | Acquire subdivision information and application from Special Projects Office |
| MINOR - TRANSITIONAL RESIDENTIAL | Division of land into five (5) lots or less with any one lot less than four (4) acre minimum requires MOA for municipal utilities | Yes (Appendix Q) | Yes (Appendix R) | Yes (Appendix G) | Yes | Yes | No | No | Yes (Appendix G & N) | Yes | No | Yes | Probable | Yes | Yes | Board of Commissioners | Yes - Recorded with Final Plat | Yes (Appendix H & O) | Yes | Acquire subdivision information and application from Special Projects Office |
| MAJOR | Division of land into more than five (5) lots | Yes (Appendix Q) | Yes (Appendix R) | Yes (Appendix I) | Yes | Yes | No | Yes (Appendix I & M) | Yes (Appendix J & N) | Yes | Yes | DEQ Requirements | Yes | No | Yes | Board of Commissioners | Yes - Recorded with Final Plat | Yes (Appendix K & O) | Yes | Acquire subdivision information and application from Special Projects Office |
| MAJOR LAND DIVISION | Division of land into parcels of 35 acres to 80 acres inclusive | Yes (Appendix Q) dates need to be checked | Yes (Appendix R) | Yes | Yes | No | Yes (Appendices B & C or 'simple' legal description) | No | Yes | No | No | No | No | No | No | Board of Commissioners | Yes - Recorded with Final Plat | Yes (Attached to Deed) | Yes | Acquire subdivision information and application from Special Projects Office |