



MINOR SUBDIVISION CHECKLIST

Minor Subdivision Criteria (Section 16.04.090)

1. The subdivision results in no more than three (3) tracts or lots or interests.
2. All lots or tracts are adjacent to a dedicated, accepted and constructed public street.
3. All improvements required by these regulations other than fire hydrants, piped ditches, curb, gutter, sidewalk, and adjacent street improvements are already in existence and available to serve each lot, or have been secured. Curb, gutter and sidewalk, as required by 16.04.070(D) and piped ditches as required by 16.04.070 (H) must either be installed or security provided. Fire hydrants must be installed.
4. Each lot will meet requirements of the City zoning regulations without the necessity for any variance and no variance has been granted within the three (3) previous years.
5. No part of the subdivision has been approved as part of a minor subdivision or lot split within three (3) years prior to the date of submission of the minor subdivision plat.
6. The subdivision must comply with the design standards of Section 16.04.070.

Required Application Materials

- Completed **Application Form**, signed by all current property owners (additional documentation may be required if the property is held by a Trust, LLC, or other entity)
- Acknowledgement of Fees Form**, signed by applicant
- A **Final Plat** that meets all requirements defined in the Subdivision Regulations under Section 16.04.050(E)(4), except that some certificates may not be necessary (e.g., the Engineer's Certificate), including: 1 digital copy in PDF format and 1 printed hard copy (optional)
- Title Commitment(s)** for the property dated within 6 months of application, or an older commitment with an update letter from the issuing title company dated within 6 months (a copy of the current deed(s) and all other title documents, an Owners and Encumbrances Report, or other title work may be acceptable in certain cases)
- Application Fee** (see current fee schedule)
- Payment in Lieu of Parks Fee** for each new lot created (see current fee schedule)
- Recording, fire hydrant, utility tapping, and other fees may also apply

Additional Information

- Digital application materials may be emailed to comdev@cityofdelta.net.
- This checklist is advisory only and does not replace requirements in the City of Delta Municipal Code. Refer to the applicable Code requirements when preparing the application materials.
- **Discretionary Review:** This type of request requires at least one public meeting or hearing in front of the City of Delta Planning Commission and/or City Council. Additional information about your responsibilities for public notice will be provided when a meeting date is set.
- It is the applicant's responsibility to prepare and record any new deeds required as a result of the subdivision approval.
- The plat will expire if the following requirements are not met within 90 days following final approval, unless otherwise allowed at the City's discretion. No Final Plat will be recorded until:
 - All of the required improvements are installed, inspected, and approved, or secured.
 - 1 reproducible mylar of the Final Plat in final form and executed by all required parties except the City, and 1 digital copy of the Final Plat in a format acceptable to the City, are submitted.
 - Payment to the City of all reimbursable expenses has been received.