

Hancock County Subdivision Review Check Sheet

Subdivision Name: _____ / Location: _____

Prior to presenting the above subdivision plat to the Hancock County Commissioners or Town Council for final consideration, the petitioner shall obtain signatures from the offices listed on this form*. For major subdivision plats, this form shall also be duplicated on the first page of one set of as-built construction drawings for signatures. The Plan Commission office must sign at least one original plat on Mylar. The Plan Director will retain the original signed construction documents.

According to my records, the owner(s) of the real estate is/are _____.
I have approved the plat and street names, and I have received a copy of the documents in electronic format.

Dated: _____ Tax Mapping Department: _____

I have reviewed the subdivision plat and as-built construction documents submitted, and I have received a copy of the documents in electronic format and recommend approval.

Dated: _____ Hancock County Surveyor: _____

I have reviewed the subdivision plat and as-built construction documents submitted, and I have received a copy of the documents in electronic format and recommend approval.

Dated: _____ Hancock County Highway Engineer/Supervisor: _____

I have reviewed the subdivision plat and as-built construction documents submitted and recommend approval. Approval does not waive the permit process, the analysis of each lot, or any other requirements by the Health Department for on-site sewage disposal systems:

Dated: _____ Hancock County Sanitarian: _____

I have received a Cost Schedule for each Lot and Common Area and recommend approval:

Dated: _____ Hancock County Assessor: _____

I have reviewed the subdivision plat and as-built construction documents submitted, and I have received a copy of the documents in electronic format and recommend approval.

Dated: _____ Town Manager/Engineer: _____

I have reviewed the subdivision plat and street names submitted and recommend approval:

Dated: _____ Hancock County Address Coordinator: _____

I have reviewed the subdivision plat and recommend approval:

Dated: _____ Hancock County Plan Director: _____

The dedications shown on this plat are hereby approved and accepted:

Dated: _____ County Commissioner / Town Council Member: _____

* The signatures of county or town officials are not warranties or guarantees of compliance; the subdivider is responsible to insure compliance with all county laws, rules and regulations.