



## What you need to know to apply for an Administrative Subdivision

**PLEASE NOTE:** Your application, if approved, may result in a change in permitted land use. All applications will require review for compliance with current Greene County Zoning and Subdivision Regulations. To make the necessary investigations, Greene County staff will need access to the property under review to make certain determinations, including but not limited to: storm water runoff, slope, site distance, and setbacks. By signing and submitting this application for processing, the owner grants written permission for Greene County employees and their authorized agents to enter owner(s) premises and conduct all necessary investigations and tests to report the result of the on-site study to the Planning and/or Board of Zoning Adjustment or County Commission.

A number of other organizations and agencies may be given notice of your application, for any review comments they may have. These organizations may desire access to the property to conduct any investigations, but the owner(s) signature does NOT grant permission for these other organizations to enter the property. Such non-county organizations will be required to make individual arrangements with the owner(s) for access to the property. All owner(s) should be aware that a delay in review by a non-county organization or agency may result in a delay in the process.

1. ALL property owner(s) of record MUST sign the attached application. ALL SIGNATURES MUST BE NOTARIZED. Planning & Zoning Office personnel can assist with completing information for the request.
2. If a corporation is the property owner of record, please affix corporate seal. ALL SIGNATURES MUST BE NOTARIZED.
3. **IMPORTANT:** ALL legal descriptions must be submitted in typewritten format on 8 ½" x 11" sheet(s) of paper. **Applications without a typewritten legal description on a separate piece of paper may not be accepted.**
4. All Administrative Subdivision applications REQUIRE a SURVEY. (See Greene County Subdivision Regulations, Article IV, Section 12 for survey requirements.)
5. When a survey is submitted, the following are also required:
  - a. Application Fee of \$200.00, plus recording fees for Certificate of Approval.  
First page - \$24.00. Each subsequent page - \$3.00.
  - b. Survey Review Fee of \$100.00 per lot, in addition to the Application Fee.
  - c. Legal description in typewritten format on 8 ½" x 11" sheet(s) of paper. **Applications without a typewritten legal description on a separate piece of paper may not be accepted.**
  - d. One (1) mylar copy of the survey, as well as three (3) paper copies.
  - e. The Planning & Zoning office must record the mylar copy with the Greene County Recorder's Office. The following recording fees are applicable:  
Mylars, 18" x 24" - \$44.00. Mylars, 24" x 36" - \$69.00.
6. All checks are to be made payable to "Greene County Treasurer."
7. A permanent number for your "Administrative Subdivision" will be issued with your receipt. Please refer to this number when making any inquiry about this project.
8. When the approved document is recorded, a copy of the Certificate of Administrative Subdivision will be mailed to the owner(s) of record.

**NOTE: All fees are non-refundable.**