



MINOR SUBDIVISION/RECOMBINATION PLAT REVIEW CHECKLIST

Project Name: _____ Date: _____

Applicant Name: _____ Signature: _____

1. ___ Subdivision/Plat Application, seven (7) copies of plat and plat review fee.
2. ___ Recording fee, \$10.00 per sheet. (Due when final plat is approved, signed & ready for recording.)
3. ___ Title of subdivision or plat.
4. ___ North arrow with reference to principle meridian and method.
5. ___ Scale, stated and shown graphically.
6. ___ Vicinity map showing location of plat area with north arrow.
7. ___ Name of county, city, lot, subdivision.
8. ___ Name of property owner or authorized agent for survey plat.
9. ___ Statement of dedication by land owner(s).
10. ___ Names of adjacent property owners to plat.
11. ___ Date of plat preparation.
12. ___ Date(s) of field Survey.
13. ___ Statement to type of survey and GPS equipment used.
14. ___ Name, address, telephone number and registration number of surveyor.
15. ___ Signature of surveyor across seal in contrasting ink color on paper copies.
16. ___ Letter and/or number to identify each lot of site.
17. ___ Purpose for sites other than residential lot, dedicated or reserved.
18. ___ Minimum setback lines for buildings on lots or sites.
19. ___ Curves shall include all information needed for design on plat.
20. ___ All corner markers, pertinent P.O.R. with description of monument.
21. ___ Rights-of-way names and widths (and former widths, if pertinent).
22. ___ Location, width and purpose of easements adjacent to or crossing the property.
23. ___ Apparent encroachments and observed evidence of human burials or cemeteries.
24. ___ Two points of reference using State Plane Coordinates and monument type.
25. ___ Bearings (degrees, minutes & seconds) and distances on all lines on plat area.
26. ___ Area of the parcels platted in square feet and/or acres.
27. ___ All land lines & city, county & state boundaries intersecting or adjacent to the surveyed property.
28. ___ Error of closure in field: 1 foot in _____, degree _____, rule used _____
29. ___ Error of closure on plat: 1 foot in _____
30. ___ Benchmarks: 1 required for minor subdivision.
31. ___ Delineation of all flood zones and flood hazard locations (check current FEMA maps).
32. ___ Minimum finished floor and garage floor elevations shall be shown for all proposed lots.
33. ___ Signature Block, with all names and titles listed and spelled correctly.
34. ___ Environmental Site Assessment (ESA) or waiver.
35. ___ If no additional City infrastructure is required, provide a letter stating such.

NOTE: *If the subdivision of property involves one or more existing buildings, submit "SUPPLEMENTAL SUBDIVISION PLAT REVIEW CHECKLIST FOR EXISTING BUILDING(S)".*

NOTE: *Once all reviewing departments have approved the plat, three (3) paper copies, a PDF copy, and digital CAD file must be submitted prior to final acceptance of plat.*