

MAJOR SUBDIVISION 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 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: 2 required for first 15 lots and 1 for each additional 10 lots or part thereof.
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).
35. ___ Monuments (for major subdivisions).
36. ___ Construction Cost Estimate.

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

NOTE: Once all reviewing departments have approved the plat, three (3) paper copies, PDF, digital CAD file, and narrative statement for City Council agenda write-up must be submitted. Final plats (with all necessary signatures) and bonds (if applicable) must be submitted and approved by the **deadline date**, which is **fourteen (14) business days prior to the City Council Meeting date**.