

REVIEW APPLICATION AND CHECKLIST FOR PLATS AND CONSTRUCTION PLANS

PROJECTS REQUIRING PLAT AND CONSTRUCTION PLAN REVIEW:

Any subdivision of land into three or more lots, any one having an area of five acres or less (See Subdivision Regulations)

APPLICATION FORM: (PLEASE PRINT)		Current Zoning:
Project Name:	Submittal Date: / /	Current Use:
Address or Project Location:		Total Lots:
Applicant/Owner Name:		Total Units:
Applicant/Owner Address:		Total Structures:
Applicant/Owner Phone Number: () -	Fax: () -	Total Acreage:
Tax Map Identification Number:		Units/Lots per Acre:
Engineer/Surveyor Name:	Owner Signature:*	
Contact Info:		

**By my signature I hereby certify that all statements herein and attached hereto are true and correct to the best of my knowledge and understanding.*

SUBMITTAL CHECKLIST: (CHECKLIST ITEMS ARE BASED ON SECTION CHAPTER 2 OF THE SUBDIVISION REGULATIONS)

ITEMS REQUIRED FOR SUBMITTAL	PRELIMINARY PLAT	1. A pre-application meeting with the Mayor prior to plans submittal is strongly suggested. Note: A minimum of 30 days must be allotted for plans review prior to a board meeting or issuance of Mayor's approval.
		2. Submit a complete Preliminary Plat or Plat set including the following information:
		a) Subdivision name as it would be recorded, with names and addresses of owners, notation stating acreage, graphic scale, north arrow, datum, benchmarks, and date of survey; b) Vicinity map showing location of the site for the proposed subdivision with relation to other developed areas; c) Bearings and distances along boundaries and mathematical closure of survey; d) Location, width, and purpose of easements; e) Layout and names of streets with right-of-way and street widths; f) Lot lines and size including lot numbers; g) Proposed use of all sites; h) Minimum building setback lines; i) General contour information; j) Identification of watercourses, marshes, flood areas, wooded areas, existing land use, and other significant features; k) Any proposed protective covenants
		3. Staff review and action by the Mayor and Board of Aldermen
	CONSTRUCTION PLANS	1. Submit a complete set of Construction Plans including the following information:
		a) An approved copy of the Preliminary Plat; b) A combination plan and profile for a typical cross section of the proposed grading, drainage, base course and pavement; c) Detailed plans on water and wastewater systems; d) Detailed plans on culverts, drainage structures and bridges; e) Plan and profile sheets at an appropriate scale; f) Erosion and sediment control plan.
		2. Staff review and action by the Mayor
	FINAL PLAT	1. Submit a complete Final Plat or Plat set including the following information:
		a) Primary control points, approved by the Administrator, or descriptions and ties to such control points to which all dimensions, angles, bearings, and similar data on the plat are referred; b) Tract boundary lines, right-of-way lines of streets and easements, and property lines of lots and other sites; c) Name and width of each street or other right-of-way; d) Location, dimensions and purpose of any easements; e) Lot lines together with identification of all lots which shall be numbered consecutively; f) Purpose of which sites, other than single family residential lots, are dedicated or reserved, and any areas subject to flooding by a flood with an expected frequency of one hundred (100) year shall be clearly identified and delineated; g) Minimum building setback lines on all lots and other sites; h) Location and description of boundary monuments; i) Title, graphic scale, north arrow, and date; j) Any proposed protective covenants in form for recording; k) A metes and bounds description of the subdivision boundary; l) Certificate of Registered Professional Engineer or Land Surveyor as listed in the Subdivision Regulations.
2. Prior to approval of the Final Plat, the developer must have completed one of the following.		
a) Actually completed construction of all improvements as required according to the the Subdivision Regulations. [OR] b) Given the Board of Aldermen a bond in an amount equal to 125% of the total estimated cost of the remaining public improvements.		
	3. Staff review and action by the Mayor and Board of Aldermen	

For Office Use Only

File Number:	Application Accepted by:
Action:	Date of Hearing: / /