

Final Plat Checklist

form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items listed below, see code section 16.20.100(b)(2) for more information.
- On this check list, check off items included in the application and shown on the drawings.

SUBMITTAL REQUIREMENTS	
	One paper copy of all submittal items
	Digital copy of all submittal items
	Land Use application form
	This checklist – check off all items submitted and drawing requirements that have been met
	Application fee
	Cost reimbursement agreement
	30 day requirement signed waiver
	Title commitment
	Mineral rights affidavit
	Final plat drawing (see Drawing Requirements below)
	Project narrative
	Engineering plans and specifications
	Final landscape plan
	Final open space plan
	Special documents (as needed)
	“Clean” final plat for addressing (after approval)

DRAWING REQUIREMENTS	
	24” x 36” sheet, unless other size is approved
	Title of project
	North arrow
	Written & graphic scale
	Vicinity map
	Date of preparation
	Name of person or firm that prepared the drawing
	Legal description
	Basis of bearing

DRAWING REQUIREMENTS (continued)	
	Name/address/phone for:
	- Owner(s)
	- Applicant (if not the owner)
	- Designer(s)
	- Engineer(s)
	- Surveyor(s)
	Total acreage of subdivision
	Bearings, distances, and curve information for the perimeter and all lots, blocks, ROW’s, and easements
	Excepted parcels note
	Lot and block numbers
	Existing and proposed ROW
	Existing and proposed street names
	Existing and proposed easements
	Location and description of monuments
	Floodplain boundary
	Signature blocks for:
	- Registered land surveyor
	- Owners and mortgagees
	- PC, BOT, Town Clerk, County Clerk & Recorder
	- Utility providers
	- Certification of ownership and dedications

REVIEW PROCESS

The following is a general description of the steps involved in processing your Final Plat for a Subdivision with an estimate of the time required.

NOTE: PC means Planning Commission, BOT means Board of Trustees.

Step 1: Pre-application conference	Applicant may request conference before submitting an application.
Step 2: Application submittal at least 45 days before PC hearing	The Town Office reviews the application for completeness.
Step 3. Certification of completeness	Staff either certifies the application as complete or notifies the application has been rejected and what needs to be addressed.
Step 4: Refer application to parties of interest	
Step 5: Staff review	Staff reviews the application, then prepares and sends comments to the applicant.
Step 6: Applicant addresses Staff comments.	
Step 7: Staff review	Staff reviews revisions and prepares staff report.
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting.	The Town Office shall notify all appropriate property owners within 300 feet from the boundary of the subject properties.
Step 9: PC public hearing and recommendation	The Town Office provides all the information to the PC. PC will then have 1-week to review all the information. On 3rd Wednesday of the month, PC will make a recommendation. APPLICANT MUST BE PRESENT FOR THE HEARING.
Step 10: Applicant addresses PC conditions.	

Step 11 Final Staff review and report to BOT	The Town Office prepares a report to the BOT.
Step 12: BOT public hearing and action.	BOT make a decision or continues the hearing to a specific date. APPLICANT MUST BE PRESENT.
Step 13: Record final plat	Applicant provides the Town the original and one (1) reproducible mylar.
Step 14: Post-approval actions.	Before the plat is recorded, the following are required: open space deed restriction, other certifications, evidence of all conditions met, and require documents are submitted.
Appeal, if needed	Appeals can be filed 15 days after BOT decision

CRITERIA FOR APPROVAL SUMMARY

For full text, see section 16.20.100(c).

16.20.100(c)(1)	Final plat conforms to preliminary plat and conditions of approval.
16.20.100(c)(2)	Substantially complies with Municipal Code Title 17 standards.
16.20.100(c)(3)	All technical standards have been met.

Application received date: _____

Date accepted as complete: _____

PC hearing date: _____

BOT hearing date: _____

Recording date: _____