

Final Plat Checklist

Subdivision ID No. _____

Subdivision Name: _____ Reviewer: _____ Date of Review: _____

Key: = Meets intent of ordinance

[N] = Not Applicable

[C] = To be corrected

[] = Remains to be provided

Requires action

Requires Action

The following list is to be used in conjunction with the Preliminary Plat Checklist:

- 4.4.3 **Variances**
 - Variances requested.
 - Section 3.14 met

- 4.4.4 **Substantial Changes from Preliminary Plat**
 - Typical lot dimensions changed
 - Higher density
 - Traffic circulation modified
 - Drainage patterns modified
 - Changes in use and use relationships
 - Resubmit Preliminary Plat

- 4.4.5 **Construction**
 - Construction drawings submitted
 - Public streets
 - Drainage facilities
 - Water mains
 - Sanitary sewer
 - Other public improvements: _____
 - Approved by WCID #8
 - Construction drawings approved.

- 4.4.6 **Documentation**
 - White background prints submitted. No. of copies _____
Date submitted: _____
plus 24 days.
Date of hearing: _____
 - Final plat application fee submitted: \$ _____

- 4.4.7 **Reviewed by Development Officer**
 - Date returned: _____
 - Twenty copies of plat and copy of original submittal returned to Dev. Officer
Date returned: _____
+10 day
Date of Public Hearing: _____

- Drawing Format**
 - Lots less than 40,000 SF
 - Minimum scale 100' / inch
 - Approved alternate scale: _____
 - 18x24
 - 24x36
 - Two inch left binding margin
 - One inch right margin
 - Half inch top and bottom margin
 - Multiple sheets required
- Large Lot Drawing Format**
 - All Lots greater than 40,000 SF
 - Minimum scale 200' / inch
 - Approved alternate scale: _____
 - 24x36

- 4.4.10 **Minimum Final Plat Information**
- 4.4.10A **Title Block**
 - Subdivision name (include Abstract and Outlot description in name)
 - Blocks
 - Lots
 - Acreage
 - Name City
 - Name County
 - Name State
 - Location and Description referenced to original legal description
- 4.4.10B **Legal Owner:** (Form #5)
 - Name
 - Address
 - Signature
 - Statement of Agent's authority if not owner
- 4.4.10C **Surveyor:**
 - Name
 - Address
 - Signature

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- Engineer:**
- Name
- Address
- Signature
- 4.4.10D **Location map; max. 1000' / inch**
- 4.4.10E **Orientation**
- Scale
- North arrow
- Date of original
- Revision date
- 4.4.10F **Land Use**
- Land Use of all lots designated
- P.U.D designation in place
- 4.4.10G **Permanent survey monuments identified and tied to plat**
- 4.4.10H **Length and bearing all required lines**
- 4.4.10I **Boundaries**
- Length and bearing all boundary lines
- Location of adjoining boundary lines
- Adjacent subdivisions identified
- 4.4.10J **Length and bearing of all street lines and centerlines**
- 4.4.10K **All alley lines and centerlines shown, length and bearing of same when required**
- 4.4.10L **Widths and names all streets and alleys**
- Widths and names all adjacent streets and alleys
- 4.4.10M **Length and bearing of all lot lines except 90's at streets**
- 4.4.10N **Dedicated Tracts**
- Length and bearing all dedicated tracts
- Each marked "Public"
- Numbered consecutively
- Address applied
- 4.4.10O **Dimensions and locations of setbacks, utility and service easements**

- 4.4.10P **Radii, arcs, points of tangency, points of intersections, central angle for curvilinear streets, radii of property returns, curved distances in arc lengths**
- 4.4.10Q **"Access prohibited" to streets clearly marked.**
- 4.4.10R **Private drives and access carry statement of responsibility (see wording: "ALL MAINTENANCE OF THIS AREA SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS OF THE SUBDIVISION THROUGH THE (name of subdivision) PROPERTY OWNERS ASSOCIATION")**
- 4.4.10S **Flood Hazard**
- Flood Hazard areas delineated
- Notice form on plat (see wording: "FLOOD HAZARD AREA. THIS AREA HAS BEEN DESIGNATED AS SUBJECT TO INUNDATION BY THE BASE FLOOD")**
- FIRM map reference w/ panel No. and date
- 4.4.10T **Metes and bounds description**
- Location and description of all monuments

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FORMS

-on face of Plat-

Mandatory:

- Form # 3 Surveyor's Statement
- Form # 5 Certificate of Ownership
- Form # 9 Waiver of Liability
- Form # 11 Corporate Limits Statement
- Form # 12 County Clerk's Certification

As needed:

- Form # 1 Minor Plat Approval (as appropriate)
- Form # 2 Authorization to Subdivide (as appropriate)
- Form # 4 P&Z Approval (as appropriate)
- Form # 6 Replat (as appropriate)
- Form # 7 Lien Holder Statement (as appropriate)
- Form # 8 Covenants (as appropriate)
- Form # 10 Engineer's Statement (as appropriate)
- Form # 13 Utility Easement Obstruction (as appropriate)
- Form # 14 Drainage Easement Obstruction (as appropriate)

Notary Statements:

-on face of Plat-

- For Form #2
- For Form #5
- For Form #7
- For Form #8
- For Form #9
- 4.4.10V **Restricts, conditions and covenants;**
- Form #8
- 4.4.10W **Statistical Info**
- Total acres
- Total number of lots
- Number of dwelling units
- Residential acreage
- Residential density

- Housing type
- Number commercial/industrial lots
- Commercial/industrial acreage
- Square footage of commercial and industrial structures
- Acreage of parks and common residential use (dedicated)
- Acreage of common open space (dedicated)
- Lineal feet of public local streets
- Lineal feet of public collector streets
- Lineal feet of public arterial streets
- 4.4.10X **Plat file number** _____

Special

Approval resolution passed by Commission

Date: _____

Number: _____

Additional Requirements:

- Plat shall state per Par. 5.1.6: "APPROVAL OF THIS PLAT BY THE SANTA FE PLANNING COMMISSION SHALL NOT BE DEEMED TO CONSTITUTE OR IMPLY THE ACCEPTANCE BY THE CITY OF SANTA FE OF ANY STREET, EASEMENT OR PARK SHOWN ON THIS PLAT."

Staff use only:

Request for Filing check