

MAJOR SUBDIVISIONS

Administrative Checklist

Name of Applicant: _____ Telephone #: _____
(Print Name)

Address: _____

Name of proposed Subdivision: _____

Area of proposed Subdivision: _____ acres

Number of Lots: _____

PRELIMINARY PLAT REQUIREMENTS

Initial		Date
_____	Application fee paid. Amount \$ _____	_____
	Notice of Public Hearing	\$ 150.00
	< 10 acres.....	\$1,000.00
	10-40 acres.....	\$1,250.00
	> 40 acres.....	\$1,563.00
_____	Application form attached.	_____
_____	Certified ownership list attached.	_____
_____	Ten (10) copies of plat attached.	_____
_____	Date of official submission (14 days prior to meeting).	_____
_____	Reviewed by City Engineer.	_____
_____	Reviewed by Community Development Director.	_____
_____	Reviewed by Fire Chief.	_____
_____	Staff report completed.	_____
_____	Considered by Planning & Zoning Commission.	_____
_____	Letter to applicant if disapproved.	_____
_____	Considered by City Council.	_____
_____	Letter to applicant if disapproved.	_____

FINAL PLAT REQUIREMENTS

Initial		Date
_____	Lapse date for final plat application (1 year from approval of preliminary plat)	_____

Initial

Date

_____	Filing fee paid. Amount \$625.00 + County Filing Fees	_____
_____	Application form attached.	_____
_____	Five (5) copies of final plat attached.	_____
_____	Seven (7) sets of construction plans attached.	_____
_____	Transmittal letter from subdivider indicating proposed off-site improvements.	_____
_____	Estimate of construction costs attached. Amount \$ _____	_____
_____	Performance Bond paid or construction program attached. Amount of bond (120% of construction cost): \$ _____	_____
_____	Date of official submission (14 days prior to meeting).	_____
_____	Reviewed by City Engineer.	_____
_____	Reviewed by Community Development Director.	_____
_____	Reviewed by Fire Chief.	_____
_____	Staff report completed.	_____
_____	Considered by Planning & Zoning Commission.	_____
_____	Letter to applicant if disapproved.	_____
_____	Form of Performance Bond approved by City Attorney.	_____
_____	Plat considered by City Council.	_____
_____	Letter to applicant if disapproved.	_____
_____	Approval of construction plans by City Council.	_____
_____	Water and sewer plans sent to State Health Department.	_____
_____	Water and sewer plans received from State Health Department.	_____
_____	Final approval of water and sewer plans by City Council.	_____
_____	Approval of subdivision bond or construction program by City Council.	_____
_____	Inspection fee paid. Amount \$ _____ 2% of first \$100,000 construction cost 1½% of next \$100,000 construction cost 1% of all over \$200,000 construction cost	_____
_____	Proposed date for start of construction.	_____

IMPROVEMENTS COMPLETED WITHOUT PERFORMANCE (SUBDIVISION) BOND

Initial		Date
_____	Original copy of final plat submitted to City Engineer to be held in escrow.	_____
_____	Construction, Statutory, and Maintenance Bonds, Certificate of Insurance, and copy of contract posted and approved by City Council.	_____
_____	A. Street and Alleys	_____
_____	B. Sidewalk	_____
_____	C. Water	_____
_____	D. Sanitary Sewer	_____
_____	E. Other	_____
_____	Construction work order issued by City Engineer.	_____
_____	Required improvements satisfactorily completed.	_____
_____	“As-built” construction plans received with statement as to accuracy from project engineer.	_____
_____	Maintenance Bond in effect.	_____
_____	Tests received.	_____
_____	Acceptance of required improvements by City Council.	_____
_____	Plat signed.	_____
_____	Lapse date for filing with County Clerk (2 years from approval date) _____	_____
_____	Notice received from County Clerk of filing of plat.	_____

IMPROVEMENTS COMPLETED WITH PERFORMANCE (SUBDIVISION) BOND

Initial		Date
_____	Plat signed.	_____
_____	Lapse date for filing with County Clerk (2 years from plat approval date).	_____
_____	Notice received from County Clerk of filing of plat.	_____
_____	Maintenance Bond, copy of Contract, and Certificate of Insurance posted and approved by City Council.	_____

Initial

Date

_____	A. Street and alley	_____
_____	B. Sidewalk	_____
_____	C. Water	_____
_____	D. Sanitary Sewer	_____
_____	E. Other	_____
_____	Construction work order issued by City Council.	_____
_____	Required improvements satisfactorily completed.	_____
_____	“As-built” construction plans received with statement as to accuracy from project engineer.	_____
_____	Maintenance Bond in effect.	_____
_____	Tests received.	_____
_____	Acceptance of required improvements by City Council.	_____
_____	Subdivision Bond released by City Council.	_____