

**SUBDIVISIONS – TECHNICAL CRITERIA  
FINAL PLAT**

PROJECT NAME:

APPLICANT:

DATE:

**FINAL PLAT**

- LAND USE APPLICATION FORM (submit original, signed form)**
- SUBDIVISIONS - TECHNICAL CRITERIA FORM (submit \_\_ copies)**
- APPLICATION FEE AND FEE AGREEMENT (submit check along with original, signed agreement)**
- TITLE COMMITMENT (submit \_\_ copies – date must be no more than 30 days from submittal)**
- SURROUNDING AND INTERESTED PROPERTY OWNERSHIP REPORT (submit \_\_ copies)**
  - Current list of names and addresses of surrounding property owners (within 300 feet of property), mineral interest owners, mineral and oil and gas lessees, ditch companies.
  - Applicant's certification that list is complete and accurate.
- GENERAL DEVELOPMENT INFORMATION (submit \_\_ copies) - describe the existing conditions on the site and the proposed development, include:**
  - Written description confirming that the final plat conforms to the preliminary plat.
  - Explanation of how conditions of approval for the preliminary plat have been addressed.
  - Explanation of how final plat conforms to the Community Design Principles and Development Standards.
- COMPLETE ENGINEERING PLANS AND SPECIFICATIONS (submit \_\_ sets of all documents)**
  - Construction plans and profiles
  - Structure details
  - Sewage collection and water supply distribution plans, profiles and specifications
  - Final drainage plans and reports
  - Final grading plan
  - Soils report
  - Final street lighting plan
  - Master utility plan
- FINAL LANDSCAPE PLAN (submit \_ - 24"x36" copies and \_\_ - 11"x17" copies)**
  - Scale (not greater than 1"=50'), north arrow, site boundary
  - Existing and proposed streets
  - Existing and proposed utilities and easements
  - Existing 2' contours
  - Proposed 2' contours
  - Table listing total amount of open space required, and amount provided, and total amount of trees and shrubs required and amount provided.
  - Design intention of the proposed landscape improvements including how the proposed landscape enhances visual continuity protects existing vegetation and feature, provides shade for paved areas and gathering spaces, creates visual interest year round, complements the architecture of the site, conserves water using xeriscape principles, and establishes spatial definition throughout the site.
  - Existing site features including ditches, drainageways and all vegetation and whether it will be removed, transplanted or protected. If protected, indicate how
  - Areas to be irrigated and method of irrigation
  - Define areas to be considered open space and if they will be public or private. Indicate how open space will be maintained including: erosion control, revegetation and weed management both during and after construction.
  - Detailed planting plan including plant list and cost estimate
- TRAFFIC STUDY (submit \_\_ copies) - must be prepared by a professional traffic engineer.**

## FINAL PLAT

- FINAL PLAT MAP (submit \_\_\_ - 24"x36" copies and \_\_\_ - 11"x17" copies)**
  - Title of project
  - North arrow, scale (not greater than 1"=100') and date of preparation
  - Vicinity map
  - Legal description
  - Basis for establishing bearing
  - Names and addresses of owners, applicant, designers, engineers and surveyors
  - Total acreage of subdivision
  - Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements
  - Lot and block numbers, numbered in consecutive order, and square footage of each lot or tract
  - Excepted parcels from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances
  - Existing and proposed right-of-way in and adjacent to subject property
  - Existing and proposed street names for all streets on and adjacent to the property
  - Existing and proposed easements and their type in and adjacent to subject property
  - Location and description of monuments
  - Floodplain boundary with a note regarding the source of information
  - Location of all existing and proposed oil and gas facilities, the name and owner of each facility, the required setbacks, including existing flow lines and the proposed relocation of flow lines
  - Location of archaeologically significant or historic sites that merit preservation
  - Signature block for registered land surveyor certifying to accuracy of boundary survey and plat
  - Signature block for certification of approval by the Board of Trustees with a signature block for the Mayor and Town Clerk
  - Signature blocks for utility providers
  - Certification of ownership and dedication of streets, rights-of-way, easements and public sites
- SPECIAL DOCUMENTS (submit \_\_\_ sets of indicated documents)**
  - Special improvement district documents
  - Maintenance bonds
  - Special Agreements. List:
    - Work in right-of-way permit
    - Floodplain use permit
    - Grading permit
    - State Highway utility permit
    - State Highway access permit
    - Construction dewatering permit
    - 404 permit
    - Air pollution emission notice
    - Work in ditch right-of-way permit
    - Certification from USF&WS that no habitat for threatened/endangered species or that an approved mitigation plan is in place
    - Subdivision improvements agreement
    - General warranty deed
    - Improvements guarantee
    - Approved adjudication of water rights and plan or augmentation
    - Protective covenants, HOA documents including Articles of Incorporation, and architectural design guidelines
    - FEMA approved applications
    - Documentation showing who will own and maintain the open space
    - Documentation for dedication of public sites for open space or other civic purposes

## FINAL PLAT

- “CLEAN” FINAL PLAT WITH ADDRESSING PLAN (submit \_\_ copies)**
  - Title of project
  - North arrow, scale (not greater than 1"=100') and date of preparation
  - Vicinity map
  - Lot and block numbers, numbered in consecutive order
  - Rights-of-way and street names
  - Property Boundaries
  - Street Names
  - Lot addresses
- PUBLIC HEARING NOTIFICATION ENVELOPES (submit \_\_ sets of stamped, addressed envelopes)**
- BLOCK DIVERSITY PLAN (submit \_\_ copies)**
  - Map that illustrates the model and elevation for each building on the block
  - The color palette to be used
  - Written statement that specifies how provisions of Section 2.19 Residential Architecture of the Code will be met.
- MINERAL, OIL AND GAS RIGHTS DOCUMENTATION (submit \_\_ copies)** - provide evidence that the surface owner has contacted the lessees of mineral, oil and gas rights associated with the site and is working towards a resolution. Include the name of the contact person, their phone number and mailing address. The mineral rights affidavit must be current and dated no more than thirty days before the application submittal date.
- SIGNED SURFACE USE AGREEMENT** with all mineral rights owners/lessees
- WATER INFORMATION (submit \_\_ copies)** - provide a statement regarding the historic use of water on the property and a description of the water currently on or attached to the property
- ELECTRONIC COPY OF APPLICATION PACKAGE**
- FINAL OPEN SPACE AND ECOLOGICAL CHARACTERIZATION PLAN (submit \_ - 24"x36" copies and \_\_ - 11"x17" copies)** combine with final landscape plan if possible
  - Scale (not greater than 1"=50'), north arrow, site boundary
  - Existing and proposed streets
  - Existing and proposed utilities and easements
  - USGS 2' contours
  - Existing site features including ditches, drainageways and all vegetation and whether it will be removed, transplanted or protected. If protected, indicate how.
  - Floodplains, wetlands, wildlife habitat, endangered species, archaeological/historic areas or other resources indicating how they will be preserved and integrated into the design of the development
  - Species of wildlife using the area, times/seasons area is to be used and the "value" the area provides for the species
  - Wildlife travel corridors
  - General ecological functions provided by the site and its features
  - Bank, shoreline and high water mark of any perennial stream or body of water on the site
  - How and where topsoil will be preserved, stripped and stockpiled for site revegetation
  - Open space network and pedestrian circulation system - show how they will function within the proposed development
  - How the property will relate to the neighborhood parks and trails
  - Areas to be irrigated and method of irrigation
  - Areas considered open space and if they will be public or private
  - Proposed public and private open space with information about how it will be maintained including erosion control, revegetation and weed management
  - Describe the design intention and how the open space will function
  - Where applicable, conceptual design of neighborhood park

**TOWN BOARD ACTION – FINAL PLAT**

APPROVED:

DATE:

DISAPPROVED:

DATE:

CONDITIONALLY APPROVED:

DATE:

COMMENTS:

SIGNATURE OF MAYOR