

**Subdivision Final Plat Application
Checklist**

Project:	
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Titles 18.07.090 of the Evans Municipal Code

The items below are required for a complete Subdivision Final Plat application unless indicated as only required in certain circumstances or noted in the pre-application meeting. Acceptance of an application does not imply or guarantee approval by the City. Applicants are advised that this packet is not a complete summary of the City's Municipal Code, all Development Ordinances, etc. We encourage applicants to review the requirements of Municipal Code and to ask questions about other sections that apply to approved development such as potential impact fees, engineering standards, building code requirements, etc. Approval of a request is based on compliance with all standards in the Municipal Code. *All items should be provided electronically. The naming convention found on the checklist below shall be used, for example, 00-Application Form, or 07-Water Information.*

Applicant Initials	Final Plat Items	Staff Initials
	00-Application Form: Application form including signatures of all landowners of record of all property proposed to be annexed. If the property is subject to a contract for sale and purchase, a signature is required by all contract purchasers. Where the property is owned by a legal business entity, the application must be signed by an authorized representative of the business entity, and evidence of authorization to sign for the business entity must be included with the application.	
	01-Application Submittal Checklist: An executed copy of this checklist is required.	
	02-Charge Back Agreement and fee: Provided by the City and signed by the Owner.	
	03-Fee: \$500 + any designated Charge Back deposit.	
	06-Legal Description: Provide a legal description of the property in Microsoft Word.	
	07-Project Description: Provide a narrative outlining the proposal labeled Project Description with the project name. If part of a PUD, include the Neighborhood Development Plan and the final Development Guidelines. See PUD Application materials.	
	07-Open Space/Tract/Out lots Statement: Provide a narrative labeled "Open Space/Common Areas" describing the location, function, ownership, and manner of maintenance of proposed open space areas, tracts, and out lots.	
	08-Ownership/Title Information: An Ownership and Encumbrance Report from a title company showing all holders of legal interest in the affected property, current within thirty (30) days of the application.	
	09-Geologic/Mineral Rights Information: Geologic maps and investigation report regarding area suitability for the proposed development. This report shall include a list of economically recoverable minerals in the land within the subdivision boundary. The applicant shall be responsible for notification of mineral rights holders thirty (30) days in advance of the Planning Commission and City Council hearings. Staff will advise the applicant of the date and time of hearing for notification purposes.	
	10-Surrounding Landowner's List: List of the names and mailing addresses of all landowners within 500' of the annexation.	

	<p>11-Dedications - Existing Easements: Where a portion of an existing easement is contiguous to a proposed easement or right-of-way of a new subdivision, proof of the dedication of the existing easement or right-of-way must be submitted.</p>	
	<p>11-Final Plat: See Section 18.07.090 for guidelines in preparing the Final Plat. The final plat submission shall conform in all major respects to the preliminary plan as previously reviewed and approved by the Planning Commission and shall incorporate all modifications required in its review. The Planning Commission, however, may approve a final plat that has been modified to reflect improvements in design or changes which have occurred in its natural surroundings and environment since the time of the preliminary plan review and approval. A final plat may be submitted in sections covering representative and reasonable portions, as defined by the Planning Commission, of the subdivision tract. In such cases, the submission shall include a map indicating the sections designated for the entire tract, and each sheet numbered accordingly and include a title, legend, match lines, and other appropriate information.</p> <p>Surveyor Requirements: The surveyor making a plat shall certify on the plat that it conforms to these regulations and all applicable state laws and that the monuments described in it have been placed as described. He or she shall affix his or her name and seal. The plat shall be prepared, and certification made as to its accuracy by a registered land surveyor licensed to do such work according to the State. A workmanlike execution of the plat shall be made in every detail. A poorly drawn or illegible plat is sufficient cause for its rejection.</p>	
	<p>11-Record of Monuments Documentation: A monument record for required benchmarks and closure sheets for the entire tract included in the plat and for each block in the tract shall be submitted. See Section 18.07.090.E.5.</p>	
	<p>11-Final Plat Certification Blocks: The final plat shall contain Certification Blocks as required in accordance with Section 18.07.090.E.15.</p>	
	<p>12-Final Utility Plan. A plan illustrating all utilities and necessary easements, such as water, sewer, gas, electric, telephone, etc., as applicable.</p>	
	<p>12-Final Drainage Plans and Reports: Provide one (1) copy of the Final Grading Plans and the Final Drainage Report.</p>	
	<p>12-Final Street Plans: Provide one (1) copy of Final Street construction plans and profiles and one (1) copy labeled “Final Street Plans.”</p>	
	<p>13-Deed restrictions. Copies of deed restrictions to govern the future use of each lot and any common land shall be submitted.</p>	
	<p>13-Irrigation ditch company agreements: Wherever applicable, a copy of agreements signed by agricultural irrigation ditch companies specifying the agreed-upon treatment of the ditch, including fencing.</p>	
	<p>13-State Highway Permit: When a new street will intersect with a state highway, a copy of the state highway permit shall be submitted.</p>	
	<p>13-Utility Service Statements. Statements from gas, electric, telephone, and other necessary utilities that service will be provided to the subdivision.</p>	
	<p>13-Final Legal Documents: Provide draft copies of final, covenants, grants of easements, or documents stating restrictions to be imposed upon the use of land, buildings, and structures or any other legal documents required for approval. Staff will prepare a draft development agreement for signature and approval with the final plat.</p>	



	13-Draft Development Agreement: If ready, provide one copy of the Development Agreement along with all requested supporting information.	
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Applicant Certification & Signatures

I CERTIFY that to the best of my knowledge this application to the City of Evans includes all of the appropriate documentation as required:

Landowner Signature Date

Landowner Printed Name

Landowner Signature Date

Landowner Printed Name

Applicant's Agent Signature (If Different) Date

Applicant's Agent Printed Name

***The landowner (or applicant if different) listed herein will serve as the sole source of contact for any information and updates on the project.**