



MAJOR SUBDIVISION FINAL PLAT CHECKLIST

An application for a major subdivision final plat shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Town Staff:

- The land use application form.
- The applicable fee as established by the Board of Trustees in Appendix 2 Application Fees.
- Two (2) copies of a title commitment dated no more than thirty (30) days from the date of application.
- Written proof of water and sewer service and the location of any proposed connection with existing systems.
- Letters of support and commitment to serve signed by a representative of each utility provider.
- A phasing plan for the entire preliminary plat land area, if requesting approval of final plats for a portion of an approved preliminary plat. The phasing plan shall include the location and number of the proposed final plats, their approximate dates to be recorded, and when infrastructure will be extended to each phase.
- Engineering drawings. Refer to Chapter 14 of this Code for the drawing requirements and design and technical criteria for the construction of roads, walkways, utilities, and associated infrastructure within the Town.
- Written proof of legal access if the property does not have direct contiguous access to a street.
- Draft SIA, in a form as provided in Appendix 3 Subdivision Improvements Agreement.
- Two (2) copies of the proposed restrictive covenants, condominium or townhome declaration, articles of incorporation and bylaws of any homeowners' association and deed of conveyance to an HOA, if applicable.
- Final environmental studies (wetland delineation, floodplain mapping, geotechnical report, etc.).
- A drainage report. A preliminary drainage report for the entire subdivision shall be submitted as part of the first phase of a phased development. A final drainage report shall be submitted for each phase of development at the appropriate time it is submitted in final detail for approval to the Town. Refer to Chapter 14 of this Code.
- A final grading plan. Refer to Chapter 14 of this Code.
- A final erosion and sediment control and revegetation plan. Refer to Chapter 14 of this Code.
- A landscaping plan. Refer to Chapter 14 of this Code.
- A Traffic Impact Analysis (TIA) and/or Traffic Impact Study (TIS). Refer to Chapter 14 of this Code.
- A written description addressing how the proposed development conforms to the Comprehensive Plan.
- Exterior lighting plan. Refer to Chapter 14 of this Code.
- Estimated time schedule for development.
- Any other special reports and/or information deemed necessary by the Town.
- Copies of the final plat and associated submittal materials in a format and quantity as specified by Town Staff.
- The names and addresses of any owners and lessees of mineral rights for the property. All mineral rights owners and lessees must be notified thirty (30) days in advance of application review.
- The names and addresses of property owners within two (200) hundred feet of any portion of the property.

Prior to execution of the final plat, the applicant shall provide the Town with the following:

- Proof of filing the applicable articles of incorporation with the Secretary of State and the executed originals of all legal documents, including a final executed SIA and any required collateral.
- Final plat Mylar.
- A fourteen (14) inch by eighteen (18) inch black line Mylar for the purpose of incorporating the data into a 911 emergency system, containing the name of the subdivision, the section, township and range in which the subdivision is located, all street names, lot numbers, street addressing numbers, unit numbers (if applicable) and a range of street addressing numbers for each street.
- A digital file of the approved final plat and 911 emergency system drawings, in a form acceptable the Town's Geographic Information System (GIS).