



FINAL PLAT APPLICATION

NOTICE: Fees for this application are collected at the time of submission

		Application Date:	Case No:		
Site Information		Site Address:			
		Legal Description:			
Legal Description <i>(office use only)</i>	PIN:	Lot Number:	Subdivision:	Zoning:	
Legal Owner Information		Name:			
Address:		City:		State:	
Email Address:		Phone Number:		Zip:	
Project Interest (owner, potential buyer, consultant, etc.):					
Surveyor Information		Name (Contact Person):			
Name (Company):					
Address:		City:		State:	
Email Address:		Phone Number:		Zip:	
Project Information		Zoning:		Number of Proposed Lots:	
		Subdivision Name:		Linear Feet of Streets/Sidewalk:	
Applicant Information		Name (Contact Person):			
Name (Company):					
Email Address:		Phone Number:		Zip:	

By signing this application form, I hereby acknowledge that the information I have provided is complete and accurate to the best of my knowledge. Furthermore, I acknowledge my responsibility to conform to the applicable federal, state, and local regulations pertaining to the project described by this application and attachments. I also understand that this application will expire within 180 days of the date of my signing, unless extended in writing by the BUILDS Department.

Date: _____ Name (please print): _____ Signature: _____

FINAL PLAT INSTRUCTIONS

Please include the following documents with the **Final Plat Application**:

- Final Plat Application:** Completed and signed Preliminary Plat Application.
- Final Plat:** (4) full-size paper copies of the Preliminary Plat; digital copy (PDF) of the Plat emailed to the Principal Planner at the time of application.
- Fees:** The fee for a **Final Plat Application** includes:
 - **Application Fee:** \$350 (due at time of Application)
- Public Improvements Contract Price:** The City Engineer will review the Contract Price paid for improvements to determine the required bonding amount for the Maintenance Bond.
- Maintenance Bond:** Letter of Credit (LOC) or otherwise accepted bond, in accordance with the requirements of the Final Plat Ordinance.

Final Plat Process:

- Application:** A completed Application, including the Final Plat and Fee.
- Inspections:** All improvements required by the approved Infrastructure Plans must be inspected, tested, and approved prior to filing of the Final Plat with City Council.
- Review:** The Technical Review Team (TRT) will review the proposed Final Plat and provide the Applicant and their Design Professional with Review Comments; the TRT will review subsequent Submittals for final review of all requirements of the Final Plat Plat Ordinance prior to scheduling the Final Plat for consideration of City Council
- Staff Report:** The Technical Review Team (TRT) will prepare a Staff Report to be presented to P&Z/City Council.
- City Council, First Reading:** City Council will hold a Hearing on the request; Staff will present a Staff Report for Council's consideration.
- City Council, Second Reading:** City Council will render a decision on the request.

References:

Republic Municipal Code: Article V Major Subdivisions-Final Plat: <https://www.ecode360.com/27791224>

Community Development Major Project Tracker Map: Since its inception, this tool maps and tracks the progress of all completed and ongoing development projects throughout the City. Information and photographs can be found for everything from new subdivisions to new commercial buildings. This link will take you to the [Major Project Tracker page](#), which includes instructions for use.

Planning & Zoning Agenda Tracker Map: A great number of items come through the Community Development Department that end up in front of the Planning and Zoning Commission and/or City Council. From Annexations to Final Plats, the [P&Z Agenda Tracker](#) provides information on all of these items, and more, as well as their mapped location, current status, and links to Staff Reports and Exhibits.

Online Community Map: The [Community Map](#) is an up-to-date view of our City that includes access to important information like property ownership, floodplain and sinkhole locations, subdivision plats, and much more. It is constantly kept up-to-date so you will be too! Stay tuned for new aerial photography to be added. This new imagery was taken in March and April of 2020 and is the result of a cooperative effort between a number of cities and counties in the region.