



**IMPACT AREA FINAL PLAT  
SUBDIVISION/PLANNED UNIT DEVELOPMENT APPLICATION**

Upon receipt of the required materials from the City, the County Planning staff shall stamp the application received and prepare a staff report. Once the Planning Administrator or his designee has reviewed the staff report and deemed the application complete a public hearing will be scheduled with the Board of County Commissioners.

*To expedite the review of your application, please be sure to address each of the following items.*

**SECTION I: PERSONAL AND PROPERTY RELATED DATA**

**Owner:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **E-mail :** \_\_\_\_\_

**Phone:** (    ) \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Engineering Firm:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_ **Phone:** (    ) \_\_\_\_\_

**Address:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Location and Zoning District:**

**Address:** \_\_\_\_\_ **Parcel Number:** \_\_\_\_\_

**Section:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_ **Total Acreage:** \_\_\_\_\_

**Proposed Units/ Lots:** \_\_\_\_\_ **Proposed Name of Development:** \_\_\_\_\_

- Latest recorded deed to the property
- Affidavit of Legal Interest
- Application was approved by the City Council on \_\_\_\_\_.
- Impact Area Final Plat Fee In Accordance With Current Fee Schedule

I, the undersigned, have reviewed the attached information and found it to be correct. I also understand that the items listed below are required for my application to be considered complete and for it to be scheduled on the agenda for the Board of County Commissioners public hearing.

• **Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I, the undersigned, am the owner of the referenced property and do hereby give my permission to \_\_\_\_\_ to be my agent and represent me in the matters of this application. I have read the attached information regarding the application and property and find it to be correct.

• **Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Fees are non-refundable***

**SECTION II: CHECKLIST OF REQUIRED ITEMS FOR FINAL PLAT HEARING**

1. One (1) copy of final plat (11" X 17" or 18" X 24") and one (1) digital
2. One (1) copy of preliminary plat (11" X 17" or 18" X 24") and one (1) digital
3. Two (2) final construction drawings for public improvements stamped by a professional engineer.
4. Complete subdivision application from the City.
5. Staff report and Minutes of final plat meeting.
6. GIS road name approval form

**SECTION III: CHECKLIST OF REQUIRED ITEMS FOR RECORDING**

1. Three (3) mylar copies of final plat with approval signatures
2. Development Agreement
3. Covenants and Restrictions
4. Financial Surety
5. Digital (.dwg) format of final plat on CD or emailed
6. Reconcile all fees including the Review Surveyor fees