



# Final Plat Checklist – Residential

Name of Project: \_\_\_\_\_

Location: \_\_\_\_\_ Nearest Intersection: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Size of Development: \_\_\_\_\_ Acre(s) Land Lot Number(s): \_\_\_\_\_ District(s): \_\_\_\_\_

Name of Applicant/Project Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Address Applicant: \_\_\_\_\_ Fax: \_\_\_\_\_ Pager/Cell: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Maintenance Bond/Escrow** Date Submitted: \_\_\_\_\_ Checked By: \_\_\_\_\_

**Performance Bond/Escrow** Date Submitted: \_\_\_\_\_ Checked By: \_\_\_\_\_

**Preliminary Plat** 1<sup>st</sup> Date Submitted: \_\_\_\_\_ 2<sup>nd</sup> Date Submitted: \_\_\_\_\_

1<sup>st</sup> Review: Planning & Zoning: \_\_\_\_\_ Completed: \_\_\_\_\_ Returned: \_\_\_\_\_

2<sup>nd</sup> Review: Planning & Zoning: \_\_\_\_\_ Completed: \_\_\_\_\_ Returned: \_\_\_\_\_

**As-Builts** Date Submitted: \_\_\_\_\_ Returned: \_\_\_\_\_

**Water**  **Sewer**  **Storm**

Public Works: \_\_\_\_\_ Date Received: \_\_\_\_\_

Public Works: \_\_\_\_\_ Date Returned: \_\_\_\_\_  **Comments**

Community Development Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Infrastructure Approval**

**Water Bacteria Test** Public Works: \_\_\_\_\_ Date: \_\_\_\_\_

**Sewer Pressure Test** Public Works: \_\_\_\_\_ Date: \_\_\_\_\_

**Lift Station** Wastewater: \_\_\_\_\_ Date: \_\_\_\_\_

**Road Inspections**

**Base**  **Binder**  **Topping**  **Core Report**

Completion: Public Works: \_\_\_\_\_ Date: \_\_\_\_\_

**Final Plat** Date Submitted: \_\_\_\_\_ Date Completed: \_\_\_\_\_

**Final Plat Distributed** By: \_\_\_\_\_ Date: \_\_\_\_\_

**Fee** Total Amount Paid \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Received by: \_\_\_\_\_

\_\_\_\_\_  
Community Development Manager

\_\_\_\_\_  
Date

## Final Plat

As part of this process, the developer/subdivider shall submit a final plat and as-built drawings, along with a two-year maintenance bond or letter of credit. Letters of credit from banks having local offices are preferred. Other bonds or letters of credit shall be subject to approval by the Community Development Manager, who shall be authorized to reject a bond or letter of credit if he reasonably determines the obligor or surety is unreliable or there would be practical difficulties in enforcing the obligation of the bond or letter of credit for other reasons. The bond or letter of credit shall name the board of commissioners or municipal authorities through the building department as obligee. For residential subdivisions, the amount of the bond or letter of credit shall be equal to 25% of the total construction costs. For commercial and industrial subdivisions, the amount of the bond or letter of credit shall be equal to 10% of the total construction costs. The maintenance bond or letter of credit shall remain in effect for two (2) years from the date of final plat approval. During the two-year period, it shall be the developer/ subdivider's responsibility to repair any defects that occur in the streets, sidewalks, drainage systems, and stormwater detention systems.

For developments with multiple phases of construction, the Community Development Manager may require that portions of a previously approved phase be placed under an extended maintenance bond or letter of credit if the previously approved phase is used as access for construction traffic for the development of future phases. The duration of such an extended maintenance bond or letter of credit shall not exceed two (2) years from the date of approval of the final plat for the final phase of the development.

A maintenance bond or letter of credit shall be released at the end of the two-year period. Ninety (90) days prior to expiration, a final inspection by the community development and public works departments of all subdivision improvements is performed to determine the need for any repairs. If repairs are necessary, the community development department will notify the developer/subdivider in writing.

If the developer/subdivider fails to take the necessary action to make repairs within thirty (30) days of notification by the City, then the Community Development Manager will authorize the surety or bank issuing the bond or letter of credit to release to the City all or any amount of the funds needed to make repairs. Upon release of the funds, the City Public Works and Community Development Departments will take action to ensure that the necessary repairs to streets, sidewalks, drainage, or stormwater detention facilities are completed.

The Community Development Manager may require the maintenance bond or letter of credit to be extended to ensure the completion of repairs started but not completed by the developer/ subdivider for a period not to exceed one hundred eighty (180) days.