

SUBDIVISIONS – TECHNICAL CRITERIA

PROJECT NAME:	
APPLICANT:	DATE:

FINAL PLAT	
<input type="checkbox"/>	LAND USE APPLICATION FORM (submit original, signed form)
<input type="checkbox"/>	SUBDIVISIONS - TECHNICAL CRITERIA FORM (submit 28 copies)
<input type="checkbox"/>	APPLICATION FEE AND FEE AGREEMENT (submit check along with original, signed agreement)
<input type="checkbox"/>	TITLE COMMITMENT (submit 3 copies)
<input type="checkbox"/>	SURROUNDING AND INTERESTED PROPERTY OWNERSHIP REPORT (submit 8 copies) <ul style="list-style-type: none"> <input type="checkbox"/> Current list of names and addresses of surrounding property owners (within 300 feet of property), mineral interest owners, mineral and oil and gas lessees, ditch companies. <input type="checkbox"/> Applicant's certification that list is complete and accurate.
<input type="checkbox"/>	FINAL PLAT MAP (submit 8 - 24"x36" copies and 20 - 11"x17" copies) <ul style="list-style-type: none"> <input type="checkbox"/> Title of project <input type="checkbox"/> North arrow, scale (not greater than 1"=100') and date of preparation <input type="checkbox"/> Vicinity map <input type="checkbox"/> Legal description <input type="checkbox"/> Basis for establishing bearing <input type="checkbox"/> Names and addresses of owners, applicant, designers, engineers and surveyors <input type="checkbox"/> Total acreage of subdivision <input type="checkbox"/> Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements <input type="checkbox"/> Lot and block numbers, numbered in consecutive order, and square footage of each lot or tract <input type="checkbox"/> Excepted parcels from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances <input type="checkbox"/> Existing and proposed right-of-way in and adjacent to subject property <input type="checkbox"/> Existing and proposed street names for all streets on and adjacent to the property <input type="checkbox"/> Existing and proposed easements and their type in and adjacent to subject property <input type="checkbox"/> Location and description of monuments <input type="checkbox"/> Floodplain boundary with a note regarding the source of information <input type="checkbox"/> Signature block for registered land surveyor certifying to accuracy of boundary survey and plat <input type="checkbox"/> Signature block for certification of approval by the Board of Trustees with a signature block for the Mayor and Town Clerk <input type="checkbox"/> Signature blocks for utility providers <input type="checkbox"/> Certification of ownership and dedication of streets, rights-of-way, easements and public sites
<input type="checkbox"/>	GENERAL DEVELOPMENT INFORMATION (submit 28 copies) - written description confirming that the final plat conforms with the preliminary plat and addressing how the proposed development conforms with the Community Design Principles and Development Standards.

FINAL PLAT

COMPLETE ENGINEERING PLANS AND SPECIFICATIONS (submit 3 sets of all documents)

- Construction plans and profiles
- Structure details
- Sewage collection and water supply distribution plans, profiles and specifications
- Final drainage plans and reports
- Final grading plan
- Soils report
- Final street lighting plan

FINAL LANDSCAPE PLAN (submit 8 - 24"x36" copies and 20 - 11"x17" copies)

- Scale (not greater than 1"=50'), north arrow, site boundary
- Existing and proposed streets
- Existing and proposed utilities and easements
- Existing 2' contours
- Proposed 2' contours
- Describe the design intention
- Existing site features
- Areas to be irrigated and method of irrigation
- Proposed public and private open space with information about how it will be maintained
- Detailed planting plan

FINAL OPEN SPACE AND ECOLOGICAL CHARACTERIZATION PLAN (submit 8 - 24"x36" copies and 20 - 11"x17" copies) combine with final landscape plan if possible

- Scale (not greater than 1"=50'), north arrow, site boundary
- Existing and proposed streets
- Existing and proposed utilities and easements
- Existing 2' contours
- Existing site features
- Floodplains, wetlands, wildlife habitat, endangered species, archaeological/historic areas or her resources indicating how they will be preserved and integrated into the design of the development
- Open space network and pedestrian circulation system - show how they will function within the proposed development
- Areas to be irrigated and method of irrigation
- Areas considered open space and if they will be public or private
- Method of open space maintenance
- Description of the design intention and how the proposal is consistent with the Preliminary Open Space Plan

BLOCK DIVERSITY PLAN (submit 28 copies)

- Map that illustrates the model and elevation for each building on the block
- The color palette to be used
- Written statement that specifies how provisions of Section 16-2-520 – 16-2-595 of the Architecture – Single –Family Detached and Duplex Dwellings section of this Code will be met.

FINAL PLAT

- SPECIAL DOCUMENTS (submit 4 copies of each of the following, if requested by the Town)**
 - Special improvement district documents
 - Maintenance bonds
 - Special agreements (as may be required by the Town)
 - Work in Right-of-Way Permit
 - Floodplain Use Permit
 - Grading Permit
 - State Highway Utility Permit
 - State Highway Access Permit
 - Construction Dewatering Permit
 - 404 Permit
 - Air Pollution Emission Notice (APEN)
 - Work in Ditch Right-of-Way Permit
 - Rare Species Occurrence Survey
 - Memorandum of Agreement for Public Improvements (AGREEMENT)
 - General Warranty Deed
 - Improvements Guarantee
 - Approved Adjudication of Water Rights and a Plan of Augmentation
 - Protective Covenants, Homeowners' Association (HOA) Documents, Articles of Incorporation for HOA, and Architectural Design Guidelines
 - FEMA approved applications
 - Documentation showing who will own and maintain the open space
 - Documentation for the 2% public/semi-public land dedication requirements
- "CLEAN" FINAL PLAT MAP FOR ADDRESSING (submit 3 - 24"x36" copies)**
 - Title of project
 - North arrow, scale (not greater than 1"=100') and date of preparation
 - Vicinity map
 - Lot and block numbers, numbered in consecutive order
 - Rights-of-way and street names
 - Property boundary
- COMPLETE ELECTRONIC FILE OF FINAL DOCUMENTS**

TOWN BOARD ACTION – FINAL PLAT

APPROVED:	DATE:
DISAPPROVED:	DATE:
CONDITIONALLY APPROVED:	DATE:
COMMENTS:	
SIGNATURE OF MAYOR	