

CHAPTER 3

PLAT PROCEDURES AND REQUIREMENTS

SECTION:

- 11-3-0: Dependent Subdivisions (Ordinance Modification 002-00, 01/25/00)
- 11-3-1: Sketch (Concept) Plan
- 11-3-2: Preliminary Plat
- 11-3-3: Final Plat
- 11-3-4: Small Subdivisions
- 11-3-5: Building Lots and Building Permits

11-3-0: **DEPENDENT SUBDIVISIONS:** A subdivision or phase that is dependent upon another subdivision and/or phase for access or public works improvements shall not receive approval, conditional or otherwise, for any phase of plan/plat approval until the Final Plat and construction documents for the independent subdivision or phase are approved, substantial completion inspection performed, and the items listed on the substantial completion inspection punch list are completed. Changes will place the dependent subdivision or phase on hold until all modifications to the independent subdivision are approved. (Ordinance Modification 002-00, 01/25/00)

11-3-1: **CONCEPT PLAN:** A concept plan shall be submitted to the Development Review Committee (DRC) for review and compliance with the Providence City General Plan, and Title 10 and 11 of the Providence City Code.

- A. Complete application: Providence City has thirty (30) days to review an application for completeness. At that time the City will provide a written notice of acceptance or denial to the developer and/or their agent. If the application is denied; professional fees for review may be billed.
- B. Expiration:
 - 1. Concept Plan Application. A concept plan application shall expire if it is determined by the City's land use authority that the developer and/or its agent did not proceed with reasonable diligence to meet any items/conditions prescribed in City ordinances and/or listed on the DRC review comments; or
 - 2. Approved Concept Plan. An approved concept plan shall expire if a complete preliminary plat application has not been submitted to the City by the developer and/or its agent within one (1) year after DRC approves the concept plan .
 - 3. An expired plan is considered withdrawn and any vested right to proceed obtained by the developer shall terminate.

11-3-2: **PRELIMINARY PLAT:** A preliminary plat application will not be accepted by the City without the City's written approval of the concept plan. The following procedure shall be followed in submittal and review of the preliminary plat:

- A. Preparation: The preliminary plat shall be prepared in accordance with all requirements of the City and shall include all proposed phases.
- B. Contents:
 - 1. Drawing Requirements: The title block of the preliminary plat shall include the following:
 - a. The proposed name of the development.
 - b. The section, township and range of the development.
 - c. The names, addresses, and contact information of the owners, developer(s), if other than the owners, and surveyors or and designers of the development.

d. Scale of drawing and north arrow.

2. Existing Conditions: The preliminary plat shall also show:
- a. The legal description basis of bearing, and total acreage of the proposed development, certified by a licensed land surveyor.
 - b. Location, street number and name of existing streets within one hundred feet (100) of the development and of all previously platted streets or other public ways, railroad and utilities rights of way, parks and other public open spaces, permanent buildings and structures, and corporate lines within and adjacent to the tract.
 - c. The location of all wells, proposed, active and abandoned, springs, and all reservoirs within the tract and to a distance of at least one hundred feet (100') beyond the development boundaries.
 - d. Existing sewers, water mains, culverts or other underground facilities within the tract and to a distance of at least one hundred feet (100') beyond the tract boundaries, indicating pipe size, grades, manholes and accurate location.
 - e. Existing ditches, canals, natural drainage channels, open waterways, and proposed alignments or realignments within the tract and to a distance of at least one hundred feet (100') beyond the tract boundaries; and a letter, from the affected users indicating the plans are acceptable, must be submitted to the City.
 - f. Accurate boundary lines certified by a licensed land surveyor and ownership of adjacent parcels of land. (Subd. Ord., 1-24-1990)
 - g. By means of an overlay method or directly on the plat, vertical contour intervals of not more than two feet (2') or one foot (1') on predominantly level land.
 - h. A vicinity map shall show how the development is situated in its surrounding neighborhoods extending a minimum of two (2) blocks or more outward from the boundaries of the development. The vicinity map shall include all major, collector, standard and feeder streets within the area, both existing streets and those proposed on the Master Plan. (Subd. Ord., 1-24-1990; amd. Ord., 1-9-1996)
3. Proposed Conditions: The preliminary plat shall also show;
- a. The layout of streets showing location, widths and other dimensions of proposed streets (designated by actual or proposed names and numbers), crosswalks, alleys and easements.
 - b. The location for culinary water improvements, waste water improvements, storm drainage and street lights for all lots proposed within the development.
 - c. The layout, numbers, hazard setback, and typical dimensions of lots and square footage.
 - d. Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in the development.
 - e. Written statement by the design engineer verifying that all lots have an adequate buildable envelope with regards to hazardous slope, building, water, zoning setbacks, etc.
 - f. Easements for water, sewer, drainage, utility lines and other utilities.
 - g. Typical street cross-sections and preliminary street grades if required.
 - h. Copies of any agreements with adjacent property owners relevant to the proposed development.
 - i. Location, function, ownership and manner of maintenance of common open space not otherwise reserved or dedicated for public use.
 - j. A professionally prepared plat having been prepared on a minimum twenty inch by thirty inch (20" x 30") approved reproducible drafting medium.
 - k. A signature block along the right-hand margin of the preliminary plat, providing for the following certifications or approvals:

(1) Prior to City review, an affidavit or certificate of clear title to the effect that the applicant is the owner of, or that he is authorized by the owner in writing to make application for, the land proposed to be subdivided. The affidavit or certificate

shall state clearly in which status, a copy of said written authorization from the owner shall be submitted with the preliminary plat. A title report shall also be submitted which indicates in whom the fee simple title to such property is vested and any liens or encumbrances thereon. A statement from the property owner disclosing any options or unrecorded contacts/agreements associated with the property.

- C. Submittal: Four (4) 20"x30" minimum copies and one (1) 11" x 17" copy of the preliminary plat shall be submitted to the City for review a minimum of seven (7) days prior to the initial City review. The City will complete the first review within thirty (30) days. Each subsequent review is subject to an additional thirty (30) day review period. If all required information is not included, city has the right to refuse the package.
- D. Staff Review: Upon review, the Development Review Committee (DRC) shall provide written comments, conclusions and recommendations to the Land Use Authority. (Subd. Ord., 1-24-1990; amd. Ord., 1-9-1996)
- E. Approval: No preliminary plat shall be approved by the Planning Commission, the City Council, or any other designated Land Use Authority unless it complies with or can be shown that a final plat will be likely to comply with all the provisions set forth in the Providence City Ordinances. No preliminary or final plat shall be approved if a commitment-of-service letter has not been issued for the plat pursuant to Section 8-1-21.
 - 1. A preliminary plat is not considered approved until all conditions have been satisfied and the plat has been signed by the City Engineer, Land Use Authority, and the Developer.
- F. Complete application: Providence City has thirty (30) days to review an application for completeness. At that time the City will provide a written notice of acceptance or denial to the developer and/or their agent. If the application is denied, the application fee may be refunded; professional fees for review may be billed. To be considered complete, an application must contain the following:
 - 1. a completed Providence City Application Form;
 - 2. payment of the application fee;
 - 3. the proposed preliminary plat and all required copies;
 - 4. a title report shall also be submitted which indicates in whom the fee simple title to such property is vested and any liens or encumbrances thereon;
 - 5. a copy of the City's written approval of the concept plan.
- G. Expiration:
 - 1. Preliminary Plat Application. A preliminary plat application shall expire if it is determined by the City's Land Use Authority that the developer and/or its agent did not proceed with reasonable diligence to meet any items/conditions identified in City ordinances and/or in DRC review comments; or
 - 2. Approved Preliminary Plat. An approved preliminary plat shall expire if a complete final plat application has not been submitted to the City by the developer and/or its agent within one (1) year after approval of the preliminary plat.
 - 3. An expired plat is considered withdrawn and any vested right to proceed obtained by the developer shall terminate.

11-3-3: **FINAL PLAT:** A final plat application cannot be submitted to the City prior to approval of the preliminary plat. The following information and a complete set of construction drawings shall be submitted for review:

- A. Preparation: The final plat shall be prepared in accordance with all the requirements of the City. The final plat shall be prepared by a land surveyor, licensed in the State. The top of the plat shall be either north or east, whichever accommodates the drawing best.

B. Description And Delineation:

1. The final plat shall show:

- a. The name of the development as approved by the Land Use Authority.
- b. Accurate angular and lineal dimensions for all lines, angles and curves used to describe boundaries, streets, alleys, easements, areas to be reserved for public use and other important features.
- c. An identification system for all lots, blocks and names of streets. Lot lines shall show dimensions in feet and hundredths.
- d. The street address for each lot. Each street address shall be assigned by the City. The north and west sides of the streets shall be numbered odd and the south and east shall be numbered even.
- e. True angles and distances to the nearest official US, State, County, or City monuments which shall be accurately described in the plat and shown by the appropriate symbols. All boundary, lot and other geometries (bearings, distances, curve data, etc.) on the final plat posed to an accuracy of not less than one part in five thousand (5,000).
- f. Radii, internal angles, points or curvatures, tangent bearings and the length of all arcs.
- g. Survey markers shall be set at all lot corners and shall be shown or noted on the plat.
- h. The dedication to the City of all improvements which shall include, but shall not be limited to, streets, storm water system, water works, sewer works, etc., included in the proposed development.
- i. Accurate outlines and dimensions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed or covenant for common use of all property owners.
- j. A statement that all expenses involving the necessary improvements or extensions for a culinary water system, sanitary sewer system, gas service, electrical service, telephone service, cable television service, grading and landscaping, storm drainage systems, curbs and gutters, fire hydrants, pavement, sidewalks, signage, street lighting and other improvements shall be paid for by the developer(s).
- k. All hazard setback(s)
- l. A statement verifying that all lots have an adequate buildable envelope with regards to hazardous slope, zoning setbacks, etc.
- m. A statement that the City will not issue any building permit for any lot until minimum improvements, as specified in Section 11-5-2 of this Title are complete.
- n. Boundary descriptions of the development.
- o. Standard forms for the following:
 - (1) A registered land surveyor's certificate of survey as applicable under State law.
 - (2) The owner's signature of dedication.
 - (3) A notary public's acknowledgment.
 - (4) The City Engineer's certificate of approval.
 - (5) The City's authority for the culinary water and the sanitary sewer system's signature
 - (6) The County Board of Health's certificate of approval if a septic tank system is used for sewage disposal.
 - (7) The Land Use Authority signature of approval.
 - (8) The City's signature of approval by the Mayor.
 - (9) The City Attorney's certificate of approval.
 - (10) A signed statement from each of the utility companies involved stating that they have reviewed the plat, that they approve the plat as it relates to their particular company, that they are in agreement with placing all of their utilities underground within the right-of-way as shown on the plans and are willing to provide the needed service for the development. Also included, if available, in said statements descriptions of any restrictions that will be imposed by the utility companies, any fees that will be assessed by the utility companies to install the

utilities and any time tables that the utility companies might use to install their respective utilities.

(11) The County Recorder's stamp of approval according to requirements prior to final plat approval.

2. The final plat shall also:
 - a. Be drawn to a scale of not less than one inch equaling one hundred feet (1" = 100') and shall indicate the base heading of true north.
 - b. Be prepared on a minimum twenty inch by thirty inch (20"x30") paper.
 - c. Show a workmanlike execution in every detail. A poorly drawn or illegible plat is sufficient cause for rejection. (Subd. Ord., 1-24-1990)
 - d. Final approved plat for recording shall be prepared on mylar.
- C. Development Agreement: The developer shall enter into and sign an agreement with the City, which shall indicate a timetable for completion of the final improvements as listed in the preliminary and final plat. This agreement will be submitted to the City Council for approval. (Ord., 4-9-1996)
- D. Submittal: Four (4) 20"x30" minimum copies and one (1) 11" x 17" copy of the final plat shall be submitted to the City for review a minimum of seven (7) days prior to the initial City review. The City will complete the first review within thirty (30) days. Each subsequent review is subject to an additional thirty (30) day review period. If all required information is not included, city has the right to refuse the package.
- E. Upon review, the Development Review Committee (DRC) shall provide written comments, conclusions, and recommendations to the Land Use Authority.
- F. Approval: The final plat shall be approved by the Land Use Authority. The construction drawings shall be approved by the City staff. The development agreement shall be approved by the City Council. Prior to submitting the final plat for recording, the final plat shall be signed by the developer(s) and utility companies or a letter submitted with the final plat from the utility companies. All security bonds must be in place and the development agreement shall be signed by the developer(s). The City does not consider the final plat to be approved until the construction drawings are signed, the development agreement has been signed and all signatures are on the final plat. At this point, the developer(s) shall submit an electronic copy of the approved final plat and approved construction drawings.
- G. Expiration:
 1. Final Plat Application. A final plat application shall expire if it is determined by the City's Land Use Authority that the developer and/or its agent did not proceed with reasonable diligence to meet any items/conditions identified in City ordinances and/or in DRC review comments.
 2. Approved Final Plat. An approved final plat shall be void if it is not recorded within one (1) year of approval of the Development Agreement by the City Council.
 3. Approved Final Plat with Phasing. If the final plats are recorded in phases, subsequent final plats must be recorded within five (5) years of the recording of the previous plat. If a development fails to meet this requirement, new concept plan and preliminary plats must be submitted and approved before subsequent final plats can be submitted or approved.
 4. An expired plat is considered withdrawn and any vested right to proceed obtained by the developer shall terminate.

11-3-4: **TWO LOT SUBDIVISIONS:** An exception to the requirements of Sections 11-3-1 and 11-3-2 of this Chapter can be made for subdivisions with two (2) lots or less. These two lot subdivisions may be approved in the following two (2) step process:

- A. A concept plan shall be submitted to the Development Review Committee (DRC) for review and compliance with the Providence City General Plan, and Title 10 and 11 of the Providence City Code.

1. Expiration:
 - a. Concept Plan Application. A concept plan application shall expire if it is determined by the City's Land Use Authority that the developer and/or its agent did not proceed with reasonable diligence to meet any items/conditions prescribed in City ordinances and/or in DRC review comments; or
 - b. Approved Concept Plan: An approved concept plan shall expire if a complete final plat application has not been submitted to the City by the developer and/or its agent within one (1) one year after DRC approves the concept plan.concept plan approval.
 - c. An expired plan is considered withdrawn and any vested right to proceed obtained by the developer shall terminate.

- B. Final Plat: A final plat of the proposed development prepared in accordance with Section 11-3-3 of this Chapter may be substituted in place of the requirements for preliminary plat submittal. Four (4) 20"x30" minimum copies and one (1) 11" x 17" copy of the final plat shall be submitted to the City for review a minimum of seven (7) days prior to the initial City review. The City will complete the first review within thirty (30) days. Each subsequent review is subject to an additional thirty (30) day review period. If all required information is not included, city has the right to refuse the package.
 1. Expiration:
 - a. Final Plat Application. A final plat application shall expire if it is determined by the City's Land Use Authority that the developer and/or its agent did not proceed with reasonable diligence to meet any items/conditions identified in City ordinances and/or in DRC review comments.
 - b. Approved Final Plat. An approved final plat shall be void if
 - (1) it is not recorded within one (1) year of approval of the Development Agreement by the City Council; or
 - (2) within one (1) year of approval of the Development Agreement by the City Council, the developer fails to exercise development rights authorized by the approval of the final plat and/or construction drawings.
 - c. An expired/void plat is considered withdrawn and any vested right to proceed obtained by the developer shall terminate.

- C. Development Agreement: The developer shall enter into and sign an agreement with the City, which shall indicate a timetable for completion of the final improvements as listed in the preliminary and final plat. This agreement will be submitted to the City Council for approval. (Ord., 4-9-1996)

11-3-5: DOWNTOWN AREA DEVELOPMENT – FIVE (5) LOTS OR LESS: A development located in the Downtown Area, as defined in 10-1-4 of this Code, consisting of five (5) lots or less; shall be subject to the requirements listed in this Chapter except Section 4 Two-Lot Subdivisions.

- A. Design Requirements:
 1. Inner Block Development Prohibited. Lots must have 95 feet of frontage on a city street that existed prior to September 1, 2006.
 2. Right-of-way Improvements.
 - a. Widening or rebuilding of the adjacent city street may be required. Areas disturbed by the extension of infrastructure, such as, but not limited to, water and/or sewer service lines, must be repaired in accordance with the Department of Public Works Standards and Specifications Manual.
 - b. Sidewalk. Sidewalk will be required along the frontage of the development.
 - c. Curb & gutter, swales. Refer to the Downtown Area Street Cross Section Booklet

11-3-6: All provisions, timelines, expiration dates, etc. listed in this Chapter apply to the developer, their successors, or assigns.

11-3-7: **BUILDING LOTS AND BUILDING PERMITS:** Building lots in the approved development may be sold after the final plat has been recorded. The lots, however, shall have recorded restrictions placed upon them stating that the City will not issue any building permit for any lot until minimum improvements, as specified in Section 11-5-2 of this Title are complete. (Ord. 97-OM016, 8-12-1997)