

FINAL PLAT SUBMITTAL POLICY

I. Subdivision Platting

A. Plat Submittal. The submittal for plat signature must include the following, at a minimum:

- copy of front sheet(s) that is sealed by the responsible professional land surveyor.
- signature sheet mylar
- submittal letter addressing each and every condition contained in the Order of Conditional Approval (include the Order itself, Fire Department, Planning & Zoning and Public Works staff report, and any modifications made by motion during City Council's approval).
- listing of required improvements accompanied by the proposed surety amount for each uncompleted item (see section B for additional information).
- Copies of invoices, bids or quotes substantiating proposed surety amounts
- Any required easements, license agreements, approval letters or other documentation required by Order of Conditional Approval or final development plan checklist.

Do not submit surety with the initial submittal. The amounts may be modified during the plat review depending upon verification of actual improvement completion and/or status.

B. Surety for Uncompleted Required Improvements. Surety form is dictated by ordinance and superseded by the Order of Conditional Approval. If a letter of credit or cash surety will be provided, it must be in the amount of 110% of the value of the uncompleted required improvements. If a bond is allowed by the Order of Conditional Approval, it must in the amount of 120% of the value of the uncompleted required improvements.

Proposed surety amounts and related documentation for landscaping, fencing, open space amenities and pathways will be forwarded the Planning & Zoning Department for their review and approval.

Surety for water and sewer improvements may be reduced to 50% of the total value if all facilities included in the "approved for construction"

plans are satisfactorily installed but no testing is completed. Surety for water and sewer may be reduced to 10% of the total value if all water facilities have been satisfactorily pressure tested and satisfactorily passed bacteria sampling and if all sewer lines have been satisfactorily air tested and television inspected. The remaining 10% of the surety will not be released until final approval is given for the installation.

When the plat is signed by the City Engineer, the plat will be transmitted to the City Clerk for signature along with the surety (the letter of credit or bond). A cash surety will be transmitted to the Finance Department for deposit.

At times, surety will be required for improvements required under a Conditional Use Permit. When this occurs, surety must be provided prior to issuance of any building permit associated with the CUP.

C. Plat Recordation. Upon plat recordation, the developer is responsible for providing the City copies of the recorded plat in the following number and format:

- **Four** 18" x 24" blue line or photocopies of **all** pages of the recorded plat.
- **One** 8 1/2 " x 11" photocopies of the map portion of recorded plat.
- **One** 1" = 300' scale photocopy of the map portion of recorded plat

Addressing and, consequently, building permit acceptance will not occur until these items are provided.

D. Addressing. Addressing will be completed once copies of the recorded plat are submitted to the Public Works Department. Addressing is normally completed within 48 hours of the submittal.

E. Building Permit Applications. Building permit applications will only be accepted after plat recordation and addressing. In addition, all fire hydrants must be active, sewer system air tested and television inspected, streets paved (or suitable road base installed if during winter conditions), and street signs installed.

F. Certificates of Occupancy. Certificates of Occupancy (CO's) will not be issued for any structure until **all** improvements required in the Order of Conditional Approval, Conditional Use Permit or plan review checklist are complete.

G. Surety Release. Public Works maintains an improvement and surety tracking database. Once all required improvements are complete, notify the Public Works Department and we will inform the City Clerk that the surety, or the appropriate portions thereof, may be released. In the event a cash surety was provided, the Public Works Department will notify the Finance Department that the cash surety may be released to the applicant.