



Development Plat Application* Completeness Review Checklist

- Completed and signed subdivision plat application form**
- One full-size paper copy of the development plat for Staff's completeness review (six full-size paper copies are required once the application is deemed complete), incorporating those features shown on the following pages
- If the application involves improvements requiring engineering plans, two full-size paper copies of the engineering plans to the Planning Department, one full-size paper copy to the City Engineer, and a digital file on compact disc or flash drive, or by email or cloud storage, in a PDF format to the City Engineer
- If a variance(s) is requested, completed variance section and required written statement on a separate sheet, as noted on Page 2 of the application form

**No fee is charged for Development Plat Applications.*

***Although a Development Plat is not considered a subdivision, the subdivision plat application form is used for such plats.*

Development Plat Checklist

The development plat shall incorporate the following:*

- Submitted on sheets no greater than 24 inches by 36 inches
- At least $\frac{3}{4}$ inch margins around the plat's perimeter
- Scaled to no less than 100 feet to the inch or larger
- Name and address of the developer, record owner of the land to be developed, surveyor preparing the plat, designer of the plat if not the surveyor, and the date of preparation
- Title of the development plat
- North arrow
- Scale of the plat in feet per inch and a bar scale
- A location map of the proposed development in the city and with respect to existing streets
- Patent survey of which the development property is a part and location of patent survey lines if adjoining or intersecting the development property
- Names of contiguous subdivisions and the owners and general use of contiguous parcels of unsubdivided land, with deed references
- Description by metes and bounds and total acreage or square footage of the development property boundaries, including reference to at least one existing benchmark, survey monument, or property corner
- Locations of existing and proposed structures and improvements
- Locations of existing or proposed streets, alleys, or other public rights-of-way that border the development property
- Locations of existing/recorded, or proposed, easements or reservations within the property boundaries
- Locations of existing or proposed sidewalks within, or adjacent to, the property boundaries
- Locations of existing or proposed stormwater detention areas within, or adjacent to, the property boundaries

- Location of proposed parkland areas, if required to be dedicated (see Section 52-112 of the Subdivision Regulations)
- Zoning District classification of land to be developed (either shown on plat drawing or as a plat note)
- Floodplain zones, if any, and flood insurance rate map date and community panel number (either shown on plat drawing or as a plat note), including the minimum floor elevation on developable lots within the 100-year floodplain
- Topography with elevations labeled and contours at intervals not greater than two feet, and identification of natural water or drainage courses
- Location of city limits if adjoining or intersecting the development property
- Building setback lines from the front property boundary, and building setback lines from the side-street property boundary of corner lots (either shown on plat drawing or as a plat note)
- The length and bearing of all straight lines, and the length, radius, arc length, and chord bearing of all curves
- The description and location of all “found” or “set” survey monuments and markers placed at the development property corners
- Description and location of sidewalks to be constructed, who is responsible for sidewalk construction, and timing of sidewalk construction (either shown on plat drawing or as a plat note)
- Amount of fee to be paid in lieu of parkland dedication, if applicable (to be shown as a plat note)
- Any other plat notes deemed necessary by the surveyor
- The owner’s certificate, if applicable, with a separate signature block and notary statement for each person authorized to sign as an owner, and lien-holder’s signature block, where applicable
- The surveyor’s certificate, if applicable
- The engineer’s certificate, if applicable
- The Commission’s approval, if applicable
- The Caldwell County Clerk’s certificate, if applicable

**While the above requirements are a complete listing from the Subdivision Regulations, some are abbreviated for quick reference. The requirements can be found in Sections 52-172 and 52-173 of the regulations.*