

# Naples City

Energy \* Recreation \* Family

## Final Plan Review Checklist Development/Subdivision

Name of Subdivision/Development \_\_\_\_\_ Date \_\_\_\_\_

Parcel #'s \_\_\_\_\_

Date of preliminary approval \_\_\_\_\_

Final Plat Fee **\$200** Receipt # \_\_\_\_\_ Date \_\_\_\_\_

### Property Information

Property Owner (s) \_\_\_\_\_

Contact # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

Property Owner (s) / Agent \_\_\_\_\_

Cell # \_\_\_\_\_ Email \_\_\_\_\_

### Engineer/Surveyor

Name \_\_\_\_\_

Address \_\_\_\_\_

Office/Home Phone \_\_\_\_\_ Fax # \_\_\_\_\_

Cell # \_\_\_\_\_ Email \_\_\_\_\_

Professional License # \_\_\_\_\_

**Each application for a subdivision/development shall have all required submittals before it is accepted as a complete application.**

**Each development shall be actively pursued to competition. Any application that exceeds the time limit in the Subdivision Ordinance (02-31) will be deemed null and void and all vested rights are waived by the subdivider/developer for this development.**

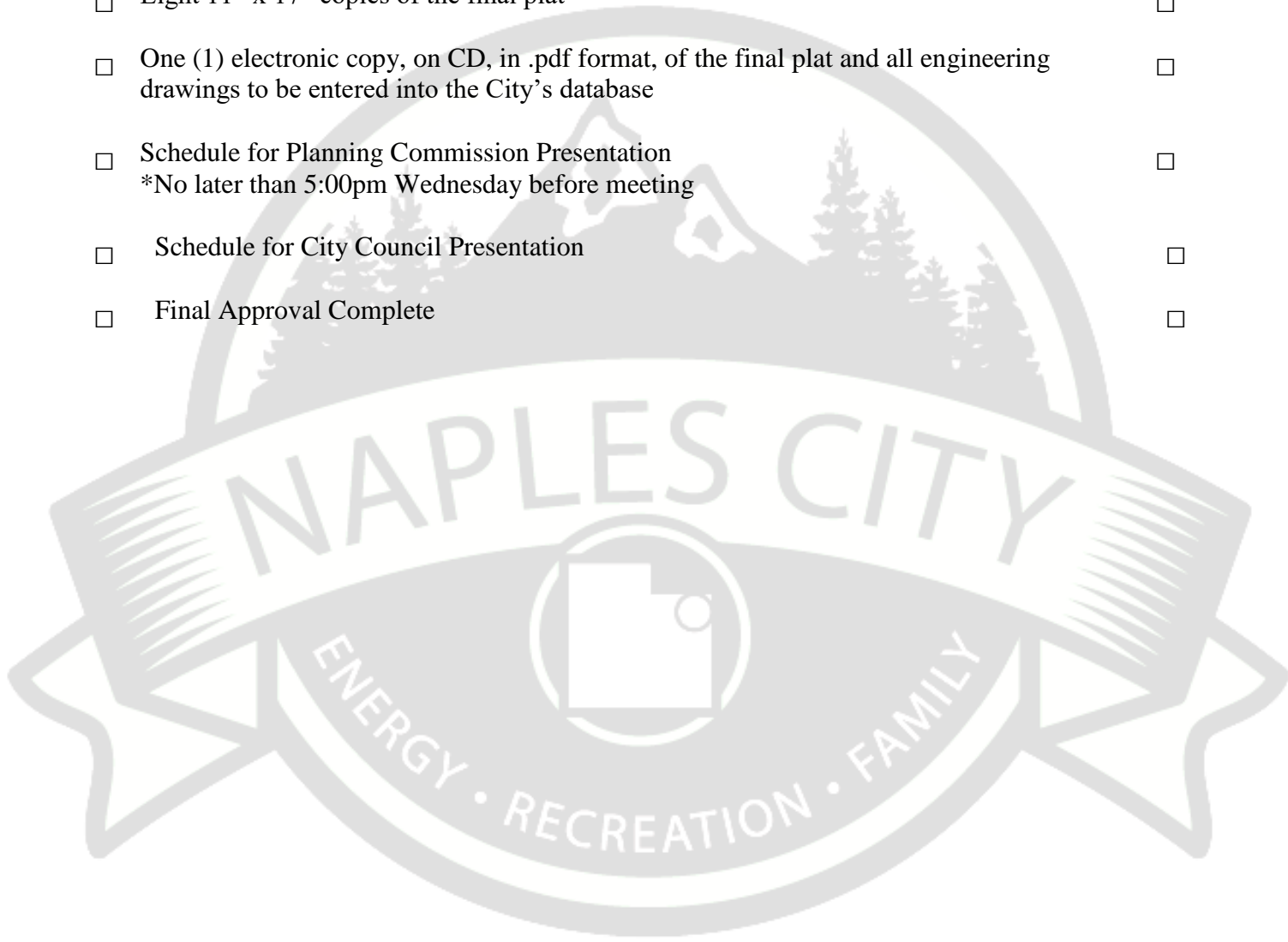
**Recording requirements: Final plats must be recorded in the office of the Uintah County Recorder not more than forty-five (45) days from the date of approval of the final plat by the City Council, and no lot shall be sold within such subdivision until the plat has been so approved and recorded. A final plat of any subdivision, which is not recorded within forty-five (45) days from the date of approval by the City Council, shall be null and void unless a longer period of time is approved by the City Council. Approval of the final plat by the Planning Commission shall not be deemed as the acceptance of the dedication of any street, public way, or ground. Such acceptance shall be obtained from the City Council.**

# Final Plan Approval Checklist

*Applicant Check Here*

*Staff Checks Here*

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Application form filled out and fee paid  | <input type="checkbox"/> |
| <input type="checkbox"/> Four 24" x 36" prints of the final plat and engineering drawings  | <input type="checkbox"/> |
| <input type="checkbox"/> Eight 11" x 17" copies of the final plat  | <input type="checkbox"/> |
| <input type="checkbox"/> One (1) electronic copy, on CD, in .pdf format, of the final plat and all engineering drawings to be entered into the City's database | <input type="checkbox"/> |
| <input type="checkbox"/> Schedule for Planning Commission Presentation<br>*No later than 5:00pm Wednesday before meeting                                       | <input type="checkbox"/> |
| <input type="checkbox"/> Schedule for City Council Presentation  | <input type="checkbox"/> |
| <input type="checkbox"/> Final Approval Complete   | <input type="checkbox"/> |



## Final Plat Requirements

*Applicant Check Here*

*Staff Checks Here*

- The final plat shall conform in all major respects to the approved preliminary plat.
- The final plat shall consist of a sheet of Mylar to the approximate dimensions of twenty-four by thirty-six inches (24" x 36")
- The final plat shall be so drawn that the top of the sheet faces either North or West, whichever better accommodates the drawing.
- A North point and scale of the drawing and the date.
- The plat shall be drawn to on (1) inch equals one hundred (100) feet or larger.
- The subdivision or development name and the general location of the subdivision or development in bold letters at the top of the sheet.
- Accurately drawn boundaries, showing the proper bearings and dimensions of all boundary lines of the subdivision, properly tied to public survey monuments. These lines should be slightly heavier than street and lot lines.
- The name of the subdivision
- True North arrow and basis thereof
- Date of most recent revision
- Name and address of owner or owners (must match title report)
- Name and address of the subdivider
- Name and address of the engineer and/or surveyor
- Names and address of owners of lands immediately adjoining the land to be subdivided
- Contour map at appropriate intervals
- Boundary description of land to be included in subdivision, total area, and basis of bearing.
- Square footage of each lot under one acre or the lot acreage of one acre or larger
- Township, range, section and quarter section if a portion
- Graphic scale
- Ties to a minimum of two section corners
- When required by the Planning Commission, the total water allocation in acre-feet for each lot and flow rate for its allocation of water when a public water system will be used.
- Summary statement including: total area in subdivision, total number of dwelling units estimated total peak water demand in gals/day, 100 year flood lines through natural water courses, and total of 100 year flood surface water containment requirements
- Approval signature blocks (see Signature Block Handout)