



RECORDING PLAT APPLICATION

SUBDIVISION PROPOSED NAME: _____ SUBMITTAL DATE: _____

1. LEGAL DESCRIPTION FOR THE AREA INCLUDED ON THIS PLAT (TRACT, BLOCK, GRANT, etc.) _____

2. PROPERTY LAND USES:

	ACRES	SITES		ACRES	SITES
SINGLE-FAMILY	_____	_____	OFFICE	_____	_____
DUPLEX	_____	_____	STREET & ALLEY	_____	_____
APARTMENT	_____	_____	PONDING & DRAINAGE	_____	_____
MOBILE HOME	_____	_____	INSTITUTIONAL	_____	_____
P.U.D.	_____	_____	OTHER	_____	_____
PARK	_____	_____	_____	_____	_____
SCHOOL	_____	_____	_____	_____	_____
COMMERCIAL	_____	_____	TOTAL NO. SITES	_____	_____
INDUSTRIAL	_____	_____	TOTAL (GROSS) ACREAGE	_____	_____

3. WHAT IS THE EXISTING ZONING OF THE PROPERTY DESCRIBED ABOVE? _____ PROPOSED ZONING _____

4. WILL THE RESIDENTIAL SITES, AS PROPOSED, PERMIT DEVELOPMENT IN FULL COMPLIANCE WITH ALL ZONING REQUIREMENTS OF THE EXISTING RESIDENTIAL ZONE(S)? YES NO

5. WHAT TYPE OF UTILITY EASEMENTS ARE PROPOSED? UNDERGROUND OVERHEAD COMBINATION

6. WHAT TYPE OF DRAINAGE IS PROPOSED? (IF APPLICABLE LIST MORE THAN ONE) _____

7. If SINGLE-FAMILY OR DUPLEX DEVELOPMENT IS PROPOSED: AVERAGE FLOOR AREA OF HOUSES _____

8. ARE SPECIAL IMPROVEMENTS PROPOSED IN CONNECTION WITH THE DEVELOPMENT? YES _____ NO _____

9. IS A MODIFICATION OF ANY PORTION OF THE SUBDIVISION ORDINANCE PROPOSED? YES NO
 IF ANSWER IS "YES", PLEASE EXPLAIN THE NATURE OF THE MODIFICATION _____

10. WHAT TYPE OF LANDSCAPING IS PROPOSED? PARKWAY MEDIANS OTHER _____

11. REMARKS AND/OR EXPLANATION OF SPECIAL CIRCUMSTANCES: _____

12. WILL PLAT BE RECORDED PRIOR TO SUBDIVISION IMPROVEMENTS BEING COMPLETED & APPROVED? YES NO N/A INITIALS _____
 IF YES, REQUIRED GUARANTEE, Improvement Cost Estimates & Construction Agreement have been submitted? YES NO Date: _____

13. WILL ANY RESTRICTIONS AND COVENANTS BE RECORDED WITH PLAT? YES NO INITIALS _____ IF YES, PLEASE ATTACH COPY.

14. OWNER OF RECORD _____
 (NAME & ADDRESS) (EMAIL) (PHONE)

15. DEVELOPER _____
 (NAME & ADDRESS) (EMAIL) (PHONE)

16. ENGINEER _____
 (NAME & ADDRESS) (EMAIL) (PHONE)

17. APPLICANT _____
 (NAME & ADDRESS) (EMAIL) (PHONE)

18. REP/POINT OF CONTACT _____
 (NAME & ADDRESS) (EMAIL) (PHONE)

NOTE: Applicant is responsible for all expenses incurred by the City in connection with the Recording plat approval request, including but not limited to attorneys, engineering, County Clerk & publication fees. Charges exceeding deposit will be invoiced separately. Initials _____

Applicant Signature _____ EMAIL _____

APPLICATION MUST BE COMPLETELY FILLED OUT & VALIDATED PRIOR TO SUBDIVISION PROCESSING | APPLICATION FEE: \$80.00

Checklist: Recording Plat Submittals

- (1) Application Completely Filled Out & Fee of \$80
- (2) Seven (7) Mylars with owner(s) signature (add additional Mylar if needed)
- (3) Mylar Certification signed by surveyor/engineer.
- (4) Covenants & Restrictions to be filed with plat, if applicable
- (5) Original Tax Certificate that indicates zero dollars are owed.

(6) PLATS WITH PUBLIC IMPROVEMENTS:

- Improvement Plans | Submittal Date: _____ Hard Copy Digital Copy
- Improvement Plans | Engineer approval date: _____ (engineer stamped & signed)
- Improvement Plans | CC acceptance date: _____
- Completed Improvements (As Builts) | Submittal Date: _____ Hard Copy Digital Copy

(7) FINANCIAL GUARANTEES (Section 4.10.3 & 8.1.7, Municode Chapter 10)

IF Public Improvements are to be Completed *after* plat is filed:

- Improvement Cost Estimates..... Submittal Date: _____ Engineer approval Date: _____
- Construction Bond Submittal Date: _____ CC Approval Date: _____
- Letter of Credit Submittal Date: _____ CC Approval Date: _____

Public Improvements Completed and Inspected:

- Maintenance Bond..... Submittal Date: _____ CC Approval Date: _____

(8) AGREEMENTS:

- Subdivision Construction | Submittal Date: _____ CC Approval Date: _____
- Developer Participation (if applicable) | Submittal Date: _____ CC Approval Date: _____

(9) FEES/INVOICES:

- Parkland Fees (if applicable) Amount \$ _____ Date Paid: _____
- Pending Invoices: _____

SUBMITTALS AFTER PLAT IS FILED:

- 1) Two (2) digital copies of the scanned recorded Mylar, in the following file formats:
 - ☛ **.pdf** file name extension (Acrobat), and
 - ☛ **.dwg** file name extension (AutoCAD)
- 2) Submit twenty three (23) folded paper copies of the filed plat
- 3) One (1) copy of all documents filed with Mylar such as County Clerk's Receipt of Recording