



**Town of Elizabeth
Subdivision Submittal Check-list**

Three components to the subdivision process:

1. **Sketch Plan:** the review of the feasibility of the project, including conceptual design, legal ability to obtain water and sanitation, location of geological hazards, identification of environmentally sensitive areas and wildlife habitat areas, location of parks, schools and open space, source of required services, vehicular and pedestrian circulation and general conformance with the principles of the Town Master Plan and zoning requirements;
2. **Preliminary Plan:** a review of the preliminary technical engineering; and
3. **Final Plat:** a review of all the final engineering and construction plans, execution of subdivision agreements, provision of a letter of credit or cash to secure the construction of the public improvements described in the subdivision agreement and other legal requirements.

***Each step is a distinct process involving the submittal of an application, an application fee, required plans and reports, referrals of the proposal to other agencies, and public hearings/meetings. At each step of the process, the level of design and engineering increases in order to relieve the applicant from major and potentially unnecessary expenses in situations that may require a redesign and, therefore, a revision of expensive engineering or planning reports. Approval at any step in the process does not ensure approval at the next step.

Sketch Plan Submittal Requirements:

- Completed Land Use Application
- Appropriate Land Use Fees
- A copy of the recorded warranty deed and the title commitment or updated title commitment current within thirty (30) days
- A notarized letter of authorization from the landowner permitting a representative to process the application
- Sketch Plan exhibit (See EMC Sec. 16-3-40. Sketch plan for standards)
- Development reports (See EMC Sec. 16-3-40. Sketch plan for standards)

*****EMC Sec. 16-3-50 (3):** The preliminary plan and final plat processes may be combined upon the approval of the Board of Trustees based upon, but not limited to, the following factors: design, size, public concern, public facilities, services, access and transportation network.

- Must have Board of Trustee approval prior to approaching the preliminary plan and final plat as a combined process. Without approval, applicant must follow the preliminary plan and final plat processes as separate reviews.

Preliminary Plan Submittal Requirements:

- Completed Land Use Application
- Appropriate Land Use Fees
- A narrative outlining the proposal.



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- A copy of the recorded warranty deed and the title commitment or updated title commitment current within thirty (30) days
- A notarized letter of authorization from the landowner permitting a representative to process the application
- Plan exhibit (See EMC Sec. 16-3-50. Preliminary plan for standards)
- Development reports (See EMC Sec. 16-3-50. Preliminary plan for standards)

Final Plat Submittal Requirements:

- Completed Land Use Application
- Appropriate Land Use Fees
- A narrative outlining the proposal.
- A copy of the recorded warranty deed and the title commitment or updated title commitment current within thirty (30) days
- A notarized letter of authorization from the landowner permitting a representative to process the application
- Final Plat exhibit (See EMC Sec. 16-3-60. Final Plat for standards)
- Development reports (See EMC Sec. 16-3-60. Final Plat for standards)

***Failure to submit all required documentation shall result in a delayed application. Additional information may be requested after the formal application is received.

Recordation procedure:

1. The applicant shall amend the final plat document in accordance with the Board of Trustees' approval, as necessary.
2. Within ninety (90) days of approval of the final plat, unless stated otherwise in such approval, the applicant shall submit: three (3) photographic Mylar copies (fix-line, emulsion down) of the approved final plat ready for recordation (except for Town signatures); all required documentation; and all mapping and recordation fees to the Town. The applicant shall also provide the security in the form of a letter of credit approved by the Town or cash to cover the cost of construction of the public improvements in accordance with the requirements of the subdivision agreement.
3. Within thirty (30) days of receipt of the final plat, the Town shall obtain all Town signatures, as required, and record the final plat.