



THE CITY OF ELM SPRINGS SUBDIVISIONS FINAL PLATS

FOR STAFF USE ONLY

Date Application Submitted: _____

Date Accepted as Complete: _____

Planning Commission Mtg. Date: _____

FEES: \$400

Zone: _____

Application:

Please fill out this form completely, supplying all necessary information and documentation to support your request. **Incomplete applications will not be accepted.**

PROJECT NAME _____

GENERAL INFORMATION:

Representative: _____ Phone: (____) _____

Address: _____ Fax #: (____) _____

Email Address: _____

Property Owner: _____ Phone: (____) _____

Address: _____ Fax #: (____) _____

Email Address: _____

(Indicate where correspondence should be sent)

PROPERTY DESCRIPTION: *Attach a brief explanation of project*

Site Address: _____ Acreage: _____

Parcel Number(s): _____

APPLICANT / REPRESENTATIVE: I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and

correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

✓ _____ DATE: _____

PROPERTY OWNER / AUTHORIZED AGENT: I certify that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

✓ _____ DATE: _____

Please note that this application will not be accepted without any one of the following items; A-C.

Checklist:

- A. Payment of application fees: *FP: \$400.00*
- B. **Six (6) complete copies and Six (6) site plans** of the plat or plan **folded** to page size with title information on the outside.
- C. Completed items listed in "Policy and Procedures for Final Plat Approval" (attached)

The following information shall appear on the plat or plan:

- 1. Name, addresses, telephone numbers, and fax numbers- if available, of the record owners, applicant, and surveyor/engineer (sealed and signed by surveyor) preparing the plat or plan.
- 2. North arrow, scale, date of preparation, and area (in square feet and acres) of the plat or plan, and date of the survey.
- 3. Sign-Off block, with signature of the Planning Commission Chair.
- 4. Title Block located in the lower right hand corner indicating the name and type of project, firm or individual preparing drawing and date.
- 5. Note regarding wetlands, if any. Note if Army Corps of Engineers determination is in progress.
- 6. Written legal descriptions that read clockwise. (Note: If the project is contained in more than one tract, the legal for each individual tract and a total tract description must be provided.)
- 7. Point-of-beginning from a permanent well-defined reference point. This P.O.B shall be clearly labeled on the drawing.
- 8. Labeled property lines with bearings, dimensions and curve data.
- 9 Highway and Street right-of-way lines clearly labeled. (The proposed R.O.W. lines shall be shown and dimensioned).

- 10. Clear representation of the 100-yr. Floodplain and/or Floodway and base flood elevations. Reference the FIRM panel number and effective date. A listing of all lots that are located in the Flood Hazard area and the symbol of “FP” located on each lot.
- 11. Provide a benchmark (IF WITHIN 1/2 MILE)- clearly defined with an Accuracy of 1/100 of a foot. This Benchmark must be tied to USGS Datum.
- 12. Provide a complete and accurate legend.
- 13. A general vicinity map of the project with a radius of 1 mile from the project.
- 14. Revision block.

PROPOSED AND EXISTING UTILITIES

- 1. The width, approximate locations, and purposes of all existing and proposed easements for drainage, sewers, flood control, or other public purposes within and adjacent to the project (including proposed building setback lines). If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.

PROPOSED AND EXISTING STREETS, RIGHTS-OF-WAYS, AND EASEMENTS

- 1. The location, widths, grades and names (avoid using first names of people for new streets) or designations of all existing and proposed alleys, paths, and other rights-of-way, whether public or private, within and adjacent to the project; private easements within and adjacent to the project; and the radius of each centerline curve. Private streets shall be clearly indicated.

PROPOSED LOTS

- 1. The lot layout, the dimensions of each lot, number of each lot, total square footage or acreage to the nearest one-hundredth (1/100th) acre of each lot, and the approximate finish grade and FFE where pads are proposed for building sites. Minimum lettering height shall be one-eighth (1/8th) inch. Lots shall be numbered consecutively for all phases. The total number of lots shall be indicated on the plat.
- 2. The designation of all “outlots” and anticipated uses if known.

SITE SPECIFIC INFORMATION

- 1. The location of existing or proposed ground leases or access agreements.
- 2. The boundaries, acreage, and the use of existing and proposed public areas in and adjacent to the project. If land is to be offered for dedication for park and recreation purposes or for the purpose of providing public access to any public water, river, or stream, it shall be designated.
- 3. A description of proposed public or commonly held areas, and draft “open space” easement agreements, if applicable.
- 4. Draft of covenants, conditions, and restrictions, if any.
- 5. A written description of requested waivers from any city requirement.
- 6. Proposed building setbacks. A variance is necessary for proposed setbacks less than those set forth in the zoning district.

DIGITAL DATA

- 1. A flash drive all information in AutoCad DWG or a similar format and in PDF must be submitted with your application.

OTHER REQUIREMENTS

- 1. Any other data or reports as deemed necessary by the City Planner and City Engineer as described below.
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The City Planner and City Engineer may waive any of the foregoing requirements when, in their discretion, any such requirements is not necessary due to the nature of the proposed subdivision, or other circumstances justify such waiver.

Policy and Procedure for Final Plat Approval

When the Subdivision is complete:

1. Developer's engineer develops internal punch-list and coordinates with contractor.
2. Developer's engineer prepares the following documents:
 - 1) As built drawings - Hard copy and digital format.
 - 2) Maintenance bonds
 - 3) Copy of donated assets
 - 4) Copy of Final PlatThese documents are required with the Final Plat application submittal. The application will not be accepted without said documents.
3. Contact City for Final Inspection. The inspection must occur prior to Final Plat submittal. Do not make application without a Final Inspection or request a Final Inspection if your project is not complete.
4. Make application for Final Plat.