

FINAL SUBDIVISION PLAT APPLICATION

For Major & Minor Subdivisions and Revisions to
Recorded Subdivision Plats

Applicant's Name _____

Mailing Address _____

Daytime Phone Number _____

Email Address _____

Name of Subdivision _____

Location (Street Access) _____

Land Lot(s), District, Section _____

Total number of acres _____ Total number of lots _____

Items needed for first final plat review and minor exempt subdivision final plat review:

- (1) Complete this application form;
- (2) Final Plat Fee (Major Subdivision) of \$920.00;
If revising a recorded subdivision final plat, the Revised Final Plat Fee of \$200.00;
If Filing a Minor Subdivision Final Plat (Creating More than 2 Lots), the fee is
\$300.00
- (3) Eight (8) paper copies of plat and a PDF electronic file copy sent or on thumb
drive.

Items needed for last final plat review for major subdivision:

- (1) Letter of acceptance of water and sewer lines from Water and Sewer Authority;
- (2) Performance and Maintenance Bonds or Letters of Credit (delivered to Engineering);
- (3) Proof of payment for street signs;
- (4) Proof of purchase of street lights;
- (5) Payment of street lights tax;
- (6) Eight (8) copies of plat, as specified in Section 1230 of the Unified Development Code.

NOTE: No application will be accepted unless all necessary documents are submitted to the Plan Review Coordinator.

REVIEW OF FINAL PLAT: The Plan Review Coordinator shall review the documents and forward copies to the Douglas County Subdivision Review Staff for its technical advice. The review staff will meet in session with applicant/engineer approximately two weeks after the first submittal to discuss any problems or corrections necessary before final approval is granted. After the review staff has completed its review of the final subdivision plat and granted approval, each department will stamp and sign the provided copies. After each Department signs the plat, the plat will be signed by the Chairman of the Douglas County Board of Commissioners and the Development Services Director. The applicant will then record the signed plat with the Clerk of Superior Court for a Plat Book and Page Number. The subdivider shall submit fifteen (15) copies of the stamped, signed plat to the Planning Department for distribution to the county departments. A paper copy will be kept by the county Planning and Zoning Department.

FOR OFFICE USE ONLY

Date Received _____

Fee Paid _____

Conditions Met _____

Plat Book, Page Number _____

Logged _____

Recorded copies received _____