# Final Subdivision Plat
# Application Checklist

- ❑ The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property shall be provided stating that the applicant is authorized to represent the property owner(s) in this application.

- ❑ One (1) digital copy of the entire application. Each document needs to be saved on a cd in .pdf format in accordance with the following the naming convention:
    1. Owner Authorization Letter [FSP-OAL.PDF]
    2. Completed Application Checklist [FSP-CKLST.PDF]
    3. Narrative [FSP-N.PDF]
    4. Final Plat drawing [FSP-FPD.PDF]
    5. Copy of the Approved Preliminary Plat [FSP-APP.PDF]
    6. Copy of the Preliminary Plat Approval Letter [FSP-APPAL.PDF]
    7. Copy of the CC&R's [FSP-CCRS.PDF]
    8. Title Report [FSP-TR.PDF]
    9. Freeway Sound Attenuation Plan (if applicable) [FSP-FSAP.PDF]
    10. Legal Description [FSP-LD.PDF]

- ❑ Two (2) copies of a Project Narrative providing a general description of what is being proposed on the property, including:
    1. Acreage;
    2. Number of lots and tracts being proposed;
    3. A description of recreational areas; and,
    4. Proximity to adjacent developments.

- ❑ Two (2) copies of a Final Plat drawing (can be more than one sheet) (24" x 36" in size, folded to 9" x 12" in size) prepared in accordance with the City's Zoning Ordinance, Design Guidelines and Engineering Design Standards:
    1. Typical setbacks and dimension exhibit (including sight visibility areas);
    2. Amount and percentage of passive and active open space being proposed.
    3. If the property being subdivided is within a hillside development area, then the following information is required (City Code, Section 15-3-9):
        a. A detailed topographic map at a larger scale and closer contour interval or suitable cross sections or profiles of area where streets, driveways, buildings, utility or grading construction is proposed; and,
        b. Residential plot plans for each lot showing locations of all buildings sites and proposed driveways.

- ❑ Two (2) copies of the approved Preliminary Plat.

- ❑ Two (2) copies of the Preliminary Plat approval letter from the City.

- ❑ Two (2) copies of the final Covenants, Conditions, and Restrictions (CC&R's) for the property.

- ❑ Two (2) copies of a Current Title Report dated 60 days from the date of the application submission showing all property owners, partnerships, and other having any interest in the property.

- ❑ Acknowledgement that a complete set of Engineering improvement plans has been submitted separately to the Engineering Department. Date of submission: _____.

- ❑ Two (2) copies of a Freeway Sound Attenuation Plan demonstrating compliance with Article 9 of the Zoning Ordinance (if applicable to the property).

- ❑ Two (2) copies of the Legal Description of the property.

- ❑ Application Fees: $600 + $20/lot/tract/parcel