

# FINAL PLAT CHECKLIST

A completed checklist **must** accompany your application.

*EVERY* item must be checked or marked n/a.

**Applications submitted without a completed checklist will be returned.**

Subd Name

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File #'s

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**The following items must be included with your final plat application submittal:**

- \_\_\_ Final plat Application form
- \_\_\_ 5 full-size copies of the final plat (3 full-size for Quick Plat finals)
- \_\_\_ Copy of the Borough preliminary approval letter (action letter)
- \_\_\_ Fee: # of lots & tracts \_\_\_\_\_ x \$30 per each = \$\_\_\_\_\_
- \_\_\_ Utility & agency letters (see preliminary conditions)
- \_\_\_ Title report for all parcels (must not be more than one year old and must reflect current vested owners, all easements, liens, and encumbrances of record)
- \_\_\_ Notarized Secured Interest Party Authorization(s)
- \_\_\_ Letter from registered professional verifying that required improvements meet Title 17
- \_\_\_ Borough / City Engineer letter/memo stating that required improvements have been installed or bonded
- \_\_\_ LLC, Trust, or Corporate authorization or power of attorney
- \_\_\_ Notarized covenants (if new to subdivision) or reference to existing covenants

**Please answer the following questions:**

- \_\_\_ Does the final plat conform with the preliminary plat approved by the platting board?
- \_\_\_ Have all conditions imposed on the preliminary plat been satisfied (see approval letter)?
- \_\_\_ Does the phasing conform to the preliminary plat?

- \_\_\_ Streets (in or adjacent to subdivision)
  - \_\_\_ width
  - \_\_\_ name
  - \_\_\_ alignment
- \_\_\_ Sheet size 18" x 24" minimum
- \_\_\_ Border at least 1½" on left side
- \_\_\_ Lot and block numbers
- \_\_\_ Lot acreages (0.000 Ac or 10 SF)
- \_\_\_ Acreage summary
- \_\_\_ Monuments at all lot corners.  
(correspond to legend)
- \_\_\_ Bearing and distances on lot lines
- \_\_\_ Misc tracts properly identified
- \_\_\_ Bar scale (3" min; 1" = 200' or larger)
- \_\_\_ Adjacent properties labeled w / TL #s or  
subd, lots, blks, and plat #s
- \_\_\_ Key map  
(match lines if more than one sheet)
- \_\_\_ Temporary cul-de-sac
- \_\_\_ Trails
- \_\_\_ Vacations noted
- \_\_\_ Subdivision access road
- \_\_\_ Tic marks complete
- \_\_\_ Legibility: type size min 10 pt or 1/8",  
spelling, text and lot lines adequately  
spaced, etc

- \_\_\_ Boundary closure matches plat
- \_\_\_ Totals of subordinate distances are  
correct
- \_\_\_ Basis of bearing, reference cited
- \_\_\_ Controlling monuments identified
- \_\_\_ WCs & RMs noted
- \_\_\_ Current vicinity map w/area streets  
legibly depicted and labeled
- \_\_\_ North arrow
- \_\_\_ Legend (all found and set) LS #s
- \_\_\_ Curve data complete
- \_\_\_ Details identified
- \_\_\_ Section line easement shown (w/in &  
adjacent) & research submitted
- \_\_\_ Easements of record identified and  
labeled (see title report)
- \_\_\_ Easements – new (type, width, exact  
location) – different line style for  
different type easements
- \_\_\_ High water line identified / WCMC
- \_\_\_ Flood Zone A construction permit  
(if required)
- \_\_\_ Flood zone note
- \_\_\_ Temporary bench mark
- \_\_\_ Subdivision base flood elevation

#### TITLE BLOCK

- \_\_\_ Subdivision name
- \_\_\_ Legal owner's name
- \_\_\_ Legal description
- \_\_\_ Surveyor
- \_\_\_ Draftsman's date
- \_\_\_ Checker

#### TITLE BLOCK

- \_\_\_ FNSB file #
- \_\_\_ Aliquot parts
- \_\_\_ Sec – Twn - Rng
- \_\_\_ Prior plat #
- \_\_\_ Vacation noted
- \_\_\_ Scale

#### CERTIFICATES

- \_\_\_ Standard O & D w/standard notary
- \_\_\_ Corporate O & D w/corporate notary
- \_\_\_ Platting authority
- \_\_\_ Taxes
- \_\_\_ Surveyors

#### NOTES

- \_\_\_ Purpose
- \_\_\_ Access
- \_\_\_ Wastewater disposal
- \_\_\_ Utility easement
- \_\_\_ USDA soils
- \_\_\_ FIRM flood
- \_\_\_ Covenants
- \_\_\_ Variance cited with PB date
- \_\_\_ Wetlands
- \_\_\_ Other