CITY OF GENTRY

SUBDIVISION CHECKLIST

# FINAL PLAT

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| SUBDIVISION NAME | OWNERS NAME | DATE SUBMITTED |
| STREET ADDRESS | OWNERS ADDRESS | DATE PRELIMINARY PLAT COMPLETED & ACCEPTED |

After approval of the preliminary plat and the installation of improvements as hereinafter specified, the subdivider shall submit to the Planning Commission an application, and an original, and 6 copies of the final plat for final approval together with certificates and other supporting information. Such submission shall be made at least 10 days prior to the meeting at which consideration is requested.

A PLAT WILL NOT BE PLACED ON THE Planning Commission’s meeting agenda unless it includes all the required items of the review stage involved. The Commission official conducting the review will initial the box for EACH item when the item is found acceptable by the Commission.  **Note: All items are to be completed except items 6 & 7 of the Supporting Data section before Final Plat is approved by the Planning Commission.**

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| REVIEW STAGE  FINAL | REQUIRED ITEMS  All required items listed below shall be included. |
|  | 1. Name of Subdivision |
|  | 2. Boundaries of subdivision with written legal description of the property |
|  | 3. Names, addresses & telephone number of the owner, developer, surveyor and engineer |
|  | 1. Acreage in subdivision tract |
|  | 5. Scale of plat shall be one inch equals 200 feet, one inch equals 100 feet, or one inch equals 50 feet depending upon the size of the property. |
|  | * 1. Date, north arrow and graphic scale |
|  | 7. Location and names of all streets, highways, alleys, parks or public uses, if any, to be dedicated. |
|  | 8. Location of all streets, utility easements and areas for public uses, if any, to be dedicated and the location and description of all monuments. |
|  | 9. Front building setback lines, with dimensions. |
|  | 10. Dimensions and number of all lots and the number or letter of all blocks within the proposed subdivision. |
|  | 11. Bearing in degrees and minutes of all lots, blocks or street lines which are not at 90 degree angles. |
|  | 12. Copy of restrictive covenants. |
|  | 13. Street curvature characteristics. |
|  | 14. The required drainage report received & certified |
|  | 15. Engineering certification with respect to the adequacy and suitability of the new & existing utilities to service the subdivision – must be signed & dated. |

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|  | **SUPPORTING DATA** |
|  | 1. Certificate of ownership and dedication – signed & dated |
|  | 2. Certificate of accuracy (by an) engineer or surveyor – signed & dated |
|  | 3. Certificate of approval of water & sewer system by the State Health Dept. and/or City water superintendent – signed & dated |
|  | 4. Certificate of approval of street and utilities by City official – signed & dated |
|  | 5. Certificate of approval of building setback dimensions by City building inspector (official) – signed & dated |
|  | 6. Certificate of approval for recording by planning commission – signed & dated |
|  | 7. Certificate of plat acceptance by City Council and any other pertinent information or date. |

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| PLANNING OFFICIALS SIGNATURE AND DATE | FINAL PLAT |
|  | DENIED REASON: FINAL PLAT INCOMPLETE |
|  | APPROVED BY PLANNING COMMISSION |