

Final Plat Information

Address:

Project Name:

This checklist is intended as a guide to assist the applicant in the Administrative/City Council review process for final acceptance of a single family subdivision project. The applicant is responsible for being sufficiently familiar with and have a working knowledge of the codes and ordinances of the City of Portage but the Department of Community Development will be glad to assist. A meeting with Department staff is encouraged.

Filing Information

Yes No N/A

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Development Application |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Filing fee per fee schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. One 18" x 24" mylar copy of the plat with a 2" binder strip on the left margin and three (3) paper copies together with an 11" x 17" reduced reproduction of the final plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. One set of mylar "as built" plans for utilities and other improvements (street, water, sewer, storm) and two (2) paper sets shall be submitted. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. As-built quantities of utilities and streets. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Final Plat boundary closure calculations. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Affidavit of labor and materials payment (lien waivers), if plat improvements have been built. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Drainage or utility easement and/or other agreements inherent to the subdivision must also be submitted. (Include \$50 review and record fee per easement) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Attorney's opinion of clear title (abstract or policy of title insurance) shall be submitted. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. If improvements are not complete, an acceptable agreement showing the proprietors surety/guaranty (cash deposit, certified check, bank letter or credit or other guaranty) for the satisfactory construction, installation and dedication of all required improvements. Said surety /guaranty shall represent 125% of estimated cost of completion of the required improvements. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. A two (2) year maintenance bond in an amount equal to 25% of construction costs covering all the improvements must be submitted. One copy of bid tabulations or estimates of construction cost. |

Plan Preparation and Guidelines

Yes No N/A

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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. All plans will be drawn on uniform sheets no greater than 24" x 36". |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. All plans will be drawn to an engineering scale not to exceed 1" = 100' with a north arrow oriented to the top of the sheet. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. All plans will be clear, legible and accurately scaled and sealed by the surveyor or engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. If more than one plan/set, all required plans will be stapled along the left margin into sets. |