



## PLAT CHECKLIST

Note: All documents must be legible. All text documents must be typewritten or computer-generated. All drawings, such as site plans, elevations, sign details, maps, surveys, must be drawn to an appropriate scale, dimensioned, and in ink.

1. One (1) completed checklist (this form).
2. One (1) completed petition, signed by the owner of the subject property or an authorized agent, notarized, and filed at least 40 days prior to a scheduled public hearing.
3. One (1) copy of the legal description or survey of the area to be platted.
4. One (1) copy of Area Map, scale of 1 = 1000, with the boundaries of the site indicated. Identify all the following:
  - a. street, lot and tract lines of parcels and subdivisions within 1000 feet of the site,
  - b. location of schools, parks and other public and semi-public sites within the area map,
  - c. proposed course of surface water drainage.
5. One (1) copy of all transmittal letters sent to all of the required utility companies and agencies listed on the document entitled 'AGENCIES TO BE NOTIFIED REGARDING PLATS.'
6. Four (4) copies of the preliminary primary plat (blue/black-line prints) prepared in accordance with the Subdivision Control Ordinance. In summary, the preliminary plan indicates:
  - a. proposed name of subdivision
  - b. legal description, scale, and north point
  - c. name & address of surveyor who prepared the document
  - d. boundary lines
  - e. if the plan is a re-plat, original plat line
  - f. proposed layout of lots, including lot area, lot numbers and dimensions
  - g. proposed layout of sidewalks and streets, including names and dimensions
  - h. if plan is to be divided into sections, the section, boundaries, and numbers
  - i. location & dimensions of all existing streets, and railroad rights-of way
  - j. proposed building setback lines and easements, with dimensions
  - k. boundary lines of adjoining land, showing owners' names and recorded instrument number within 100' of the site
7. Two (2) copies of topography maps drawn with the preliminary plan. In summary, the maps include:
  - a. proposed name and location of subdivision
  - b. existing sewer, water main lines, culverts and other facilities
  - c. scale and north point
  - d. USGS contours
8. In the case of a plat using the cluster option, a copy of the cluster plan approval letter.
9. In the case of a re-plat, a copy of the original plat.
10. Non-refundable filing fee. See fee schedule.
11. On-site hearing notice sign fee. The On-Site Notice must be posted in a conspicuous location along each street frontage of the affected property. There is a non-refundable fee of \$10 per sign required.
12. Surrounding property owners (optional). As part of the legal notice requirement, the petitioner is required to notify the owners of surrounding properties per the Rules of Procedure. Petitioners can request a list of those property owners requiring notice of their petition for an optional \$25 fee. The list of owners compiled will be provided to the petitioner on label form. Petitioners are still required to make copies of the legal notice and mail



it to the list provided. If petitioners do not choose this option, they must obtain their own list of surrounding property owners from the County Assessor's Office.

13. Contact person identified. This Contact Person is notified when Legal Notice is prepared; contacted to provide additional information; and receives the written Staff Report.

**Petitioner's Contact Information:**

Contact Name	
Contact Address	
Contact Phone	
Contact Email	

Acceptable methods of payment include cash, check, or MasterCard, VISA, Discover or American Express credit card. Checks must be made payable to "Town of Lapel." Credit cards are accepted; however, the credit card processing agency assesses a fee ~3% of the transaction amount.

**\*\* FINAL PRIMARY PLATS ARE DUE AT LEAST 20 DAYS BEFORE THE HEARING \*\***

Four (4) copies of the final preliminary plat, with plat restrictions & covenants, in accordance with the Subdivision Control Ordinance must be filed 20 days before the hearing. In summary, final preliminary plat indicates the following additional information:

1. Accurate legal description and plat
2. Proposed and existing monumentation indicated
3. FEMA floodway fringe boundaries and document sources (if applicable)
4. Dedication of proper easements and rights-of way
5. Certification of registered land surveyor
6. Statement of subdivision by the owner, notarized



# PETITION FOR (RE)PLAT

## APPLICANT

Contact Name	
Contact Address	
Contact Phone	
Contact Email	

I(We), the above listed petitioner, request approval of a re-plat of \_\_\_\_\_ Subdivision at (address of property or location): \_\_\_\_\_ (N S E W side of the road)

Name of Subdivision	
Number of Lots	
Township/Section/Township/Range	
Present zoning of property	
Date property was purchased	
Owner Name (if different than applicant)	
Address	
City/Zip	
Phone	
Email Address	

Surveying firm preparing the Re-Plat (must have surveyor seal and signature)

Name	
Address	
City/Zip	
Phone	
Email Address	

I(We) understand that a public hearing will be held by the Planning Commission to consider this request and that notice of the public hearing must be published one (1) time in a newspaper of general circulation in Madison County at least ten (10) days prior to the date of hearing and that we will pay the cost of advertising, I (We) further understand that a fee, as set annually by the Planning Commission, must accompany this petition.

Date

Signed, Applicant Printed Name