FINAL PLAT APPLICATION

PROPOSED SUBDIVISION NAME: ____________________________________________ (PRINT)

DEVELOPER’S NAME: __________________________________ PHONE (________)__________________________ (PRINT)

ADDRESS: __________________________________________________ EMAIL: ________________________________

ENGINEER’S NAME: __________________________________ PHONE (________)___________________________ (PRINT)

ADDRESS: __________________________________________________ FAX #: (________)____________ EMAIL: ______________________________

DATE: ________________ Signature of Developer or Agent Printed Name of Developer/Agent

Area being platted: ______ acres Number of Lots ______ Average lot size ______

Present Land Use: __________________ Proposed Land Use: __________________

Present Zoning: __________ Proposed Rezoning: □ NA or __________________

Type of Water Supply: [□] City Main [□] Well Type of Sanitation: [□] City Sewer [□] Septic Tank

Type of Street Surfacing Proposed: [□] Concrete [□] Asphaltic Concrete

COVENANTS: Proposed: _____ Yes _____ No

LETTER OF INTENT: Include responses to Section 315 L-4 and 315-R of the Unified Development Code.

When submitting plats for release after approval of the Planning and City Commissions, one copy shall be on mylar, completely signed and notarized. This copy should not be submitted until the plat is in its absolute final form and ready to file with the County Clerk. Upon filing of the plat with County Clerk, 4 copies (1 Mylar for Engineering & 3 Paper for Development Services) shall be submitted to Development Services. No permits will be issued for development until the filed copies are received.

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FEE: $100

COPIES: 3 copies of 11” x 17” plats and 3 copies of 24” x 36” plats

FILING DATE: 30 or more days prior to Planning Commission hearing date

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FOR STAFF USE ONLY:

Final Plat Received ________ Scheduled Hearing dates: PC ________ CC ________

Fee Received: Plat Released date By ________________

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Revised 02/2014
CHECKLIST
MAJOR SUBDIVISION
FINAL PLAT REQUIREMENTS

Application for Approval of Final Plat
Whenever the provisions of these rules and regulations have been complied with and while the Certificate of Preliminary Plat Approval is in effect, the subdivider may submit an application for review and approval of the Final Plat which shall consist of the Final Plat and the following documents.

Final Plat Content. The Final Plat shall contain the following information:

- Standards for Presentation. The final plat submission shall consist of the original drawing, plus 20 prints, along with other documents as are necessary to meet the requirements of this section. The subdivider shall also furnish the Commission with one reproducible mylar or other comparable transparent print of the Final Plat showing the executed certificates as specified by the City.

- Scales for Presentation. The Final Plat shall be clearly and legibly drawn in black ink or reproducible mylar or other comparable transparent print. The size of the plat shall not be larger than 30 inches by 42 inches, including margins, when the plat is drawn at a scale of 1 inch equals 100 feet. Plats may, upon the approval of the City, be drawn on larger sheets provided that reductions to the above maximum size will be legible in all respects. The City may require specific scales to be used.

- Name of Subdivision
- The name of the Engineer preparing the plat, with seal and registration number.
- Record owner.
- Certificate of Registered Land Surveyor.
- Certificate of Owner.
- Certificate of Final Plat Approval by the Ardmore Planning Commission.
- Certificate of Recording with the County Clerk.
- Certificate of the County Treasurer showing payment of all ad valorem taxes and special assessments.
- Certificate of Department of Environmental Quality showing adherence to State sanitation laws, if plat is not served by public water and/or sewer.

- Certificate of Acceptance by the Ardmore City Commission.
- Certified legal description.
- Location of tract by legal description, giving acreage.
- True courses and distances to the nearest established land corners or bench marks, or other recognized permanent monuments which shall accurately describe the location of the plat.

- Exact boundary lines of the tract indicated by a heavy line giving dimensions to the nearest 1/100th and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed 1 to 5,000.

- Vicinity map and key map when more than one sheet is required to present the plat.
- Date of drawing, north point, graphic scale.
- Accurate location and description of all monuments.
- Accurate outlines and description of any areas to be dedicated or reserved for public use or acquisition, with the purpose indicated thereof; and any areas to be reserved by deed restriction or covenant for common usage of all property owners.

- Easements and public service or utility right-of-way lines giving dimensions, locations and purposes.
- Street, alley and other right-of-way lines with location and width street names indicated.
- Street center lines showing angles of deflection, angles of intersection, radii, length of tangents and arcs, and degree of curvature with basis of curve data.

- Lot lines with dimensions to the nearest 1/100th foot, necessary internal angles, arcs and chords and radii or rounded corners.

- Building setback lines with dimensions.
- Lot and Block numbers.

Documents. The Final Plat shall be accompanied by the following information and documents, unless shown on the plat itself:

- Bill of Assurance including, but not limited to, the following provisions:
  - (i) Dedications of streets and alleys, parks and other public lands;
  - (ii) Establishment of easements;
  - (iii) Procedures by which amendments to the bill of assurance can be made;
  - (iv) Reference to the City’s approval of the Final Plat; and
A statement indicating a preferred choice among the following options to guarantee installation of required improvements:

(1) A letter of credit, bond, or cash deposit approved by the City Engineer in the amount of the required improvements to be submitted prior to the filing of the final plat and issuance of any building permits for land within the area of the plat; or

(2) Construction of required subdivision infrastructure improvements and inspection and approval of said improvements prior to filing of the final plat and issuance of any building permits for land within the area of the plat.

b. Certificate of approval of water supply and sanitary disposal system by the appropriate county health environmental agency when not connected to the City Municipal System.

c. All calculations and field notes when required by the City Engineer.

d. If the plat or any associated construction plans are developed using computer-aided drafting software, the Project Engineer shall provide the City with a copy of the digital data along with a paper copy of the submittal. Digital data shall be provided in a form acceptable to the City Engineer.

Certification of Improvements, Request for Acceptance

1. Upon completion of the installation of the improvements required by these rules and regulations, a letter shall be submitted by a registered professional Engineer certifying that all improvements and installations have been made in accordance with the submitted construction plans and drawings and the standards established by the City and County.

2. This letter shall request acceptance by the City for operation and maintenance.

3. The City shall inspect the improvements and submit the request for acceptance for operation and maintenance to the City Commission within 60 days of the date on the letter requesting acceptance.

4. A 2-year maintenance bond or other form of acceptable guarantee shall be required for all streets and utility improvements prior to acceptance by the City Commission.

Letters of Credit, Bonds, or Other Guarantees

Prior to recording of the final plat at the Carter County Courthouse, the City Engineer shall certify that the City has received one of the following:

1. Completion of Improvements. A letter submitted by the subdivider’s Engineer and approved by the City Engineer stating that all improvements and installations to the subdivision required for its approval under the terms of these rules and regulations have been made, added or installed and done so in accordance with these specifications; or

2. Cash Payment. A cash payment in the full amount of the estimated construction costs, as determined by the City Engineer, necessary to complete the improvements and installations for the subdivision in compliance with these rules and regulations. Said cash payment and any accretions there from are to be held in trust by the City of Ardmore pending final completion of the improvements for which said payment was made; or

3. Performance Bond. A performance bond which shall be in the amount determined by the City Engineer to be sufficient to complete the improvements and installations for the subdivision in compliance with these rules and regulations; or

4. Letter of Credit. A letter of credit, approved by the City Engineer, from a bank or credit union, guaranteeing an amount payable to the City, which will cover the total cost of all required on-site and off-site improvements as part of the Final Plat approval by the City Commission and which meets these rules and regulations; or

5. Other Guarantee. Some other guarantee, approved by the City Attorney, including but not limited to a lien against real property which will serve as collateral or security for payment of required improvements under these rules and regulations.