

**Appendix E**  
**CITY OF PIEDMONT**  
**CHECKLIST FOR SUBMISSION OF FINAL PLAT**

Revised: 6/2018

The following information must be submitted to the City Administrator fourteen (14) days before the date of the meeting of the Planning Commission at which consideration is requested. Action to be taken within 90 days. Please verify this Appendix matches City Ordinances.

Date Submitted: \_\_\_\_\_ Date of Consideration: \_\_\_\_\_  
 Name of Proposed Subdivision: \_\_\_\_\_  
 Name of Owner or Sub-Divider: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Please check all items against the Final Plat before submitting to the Piedmont Planning Commission.**

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
I. Required for submittal: <i>(All prints are to be 24x36 Size D)</i>			
a. One (1) original India ink tracing of Final Plat on drafting cloth or mylar	_____	_____	_____
b. Two (2) reproducible (mylar, sepias, or equal) bearing original signatures	_____	_____	_____
c. Four (4) darkline prints	_____	_____	_____
d. Four (4) copies of the Department of Environmental Quality approval if residential water and/or sewage disposal system is to be used	_____	_____	_____
e. One (1) digital copy of all plans submitted	_____	_____	_____
f. One (1) copy of this completed checklist	_____	_____	_____
g. Filing Fee \$ _____ (based on fee schedule)	_____	_____	_____
h. Staff Review Fee \$ _____ (based on fee schedule)	_____	_____	_____
i. List of names and addresses of all record property owners within 300 feet of exterior boundary of the preliminary plat, certified by engineer, land surveyor, attorney, bonded abstractor.	_____	_____	_____
j. Four (4) copies of "As Built" tracings and specifications for the following:	_____	_____	_____
i. Street paving			
ii. Sewage disposal			
iii. Drainage plans			
k. Two (2) copies of restrictive covenants indicating the following:	_____	_____	_____
i. Land use			
ii. Type of construction			
iii. Moveable structure/mobile homes			
l. Name and address of:	_____	_____	_____
i. Owner's name			
ii. Owner's address			
iii. Subdivider's name			
iv. Subdivider's address			
m. An engineer's certified estimate of all improvements	_____	_____	_____
i. Total cost of drainage improvements: \$ _____			
ii. Total cost of street surfacing/curbs: \$ _____			
iii. Total cost of water improvements: \$ _____			
iv. Total cost of sewer improvements: \$ _____			
II. Surety Bond and inspection fees:			
a. Inspection fees:	_____	_____	_____
i. Streets & Paved Drainage Facilities \$ _____			

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- (based on fee schedule)
  - ii. Water Improvements \$ \_\_\_\_\_ (based on fee schedule)
  - iii. Sewage Disposal System \$ \_\_\_\_\_ (based on fee schedule)
  - b. Maintenance Bonds:
    - i. Street Surety Bond (based on fee schedule) and;
    - ii. Water Surety Bond (based on fee schedule) and;
    - iii. Sewer Surety Bond (based on fee schedule) or;
    - iv. Irrevocable letter of credit, as needed
- III. The Final Plat must show:
- a. Format of plat:
    - i. Plat title
    - ii. Name of subdivision
    - iii. City, county, and state
    - iv. Boundary and written legal description
    - v. Area of subdivision in acres
    - vi. Date of plat
    - vii. Map scale (1"=100' or larger)
    - viii. North point
  - b. Location and description of land to be dedicated or reserved if any for the following:
    - i. Parks
    - ii. Trails
    - iii. Schools
    - iv. Churches
    - v. Street right-of-way
    - vi. Other public purposes
  - c. Dimension of all lots with the total area in acres and square feet
  - d. Lot and Block numbers in a logical sequence
  - e. Building setback lines with dimensions
  - f. Locations, name, dimensions of the following items proposed within the subdivision:
    - i. Streets
      - 1. Location
      - 2. Name
      - 3. Dimensions
    - ii. Alleys (if any)
      - 1. Location
      - 2. Name
      - 3. Dimensions
    - iii. Right-of-ways
      - 1. Location
      - 2. Name
      - 3. Dimensions
    - iv. Utility easements
      - 1. Location
      - 2. Name
      - 3. Dimensions

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v. Street lighting	_____	_____	_____
1. Location			
2. Model or Type			
vi. Sidewalks	_____	_____	_____
1. Location			
2. Dimensions			
vii. Trails (in accordance to the Comprehensive Plan)	_____	_____	_____
1. Location			
2. Name			
3. Dimensions			
4. Easements			
5. Plans			
g. Location and description of:	_____	_____	_____
i. Section line corners			
ii. Government survey monuments (at least one of which the subdivision must be referenced)			
h. Dimensions in feet and hundredth parts thereof, bearings, and survey data for all lots, blocks, and street lines must be clearly indicated on all of the following items (curve distances to be given as arc lengths):	_____	_____	_____
i. Boundaries of the subdivision	_____	_____	_____
ii. Lots and blocks (show all angles unless perpendicular or radial to center line of streets)	_____	_____	_____
iii. Alleys	_____	_____	_____
iv. Easements and reserves	_____	_____	_____
v. Building lines	_____	_____	_____
vi. Streets	_____	_____	_____
1. Center line measurement to indicate intersections			
2. Center line curve data (central angle, radius, tangents)			
3. Curve data for all other curves not parallel to center line of street			
4. All PCs (points of curvature) and PTs (point of tangent) clearly marked on plat and monumented on ground.			
IV. "As Built" Street Paving Plans shall show:			
a. Plan of proposed street indicating:	_____	_____	_____
i. Curve data			
ii. Radius of returns			
iii. Locations of drainage system			
V. The following Certificates and references (found in the Subdivision Regulation Appendix) must be submitted with the Final Plat:	_____	_____	_____
a. Certificate for Planning Commission signature	_____	_____	_____
b. Certificate of City of Piedmont Certificate approval	_____	_____	_____
c. Owner's certificate and dedication	_____	_____	_____
d. Certificate for City of Piedmont acceptance of easements and dedications	_____	_____	_____
e. License Land Surveyor's certificate of survey, signed, and his/her seal Name and seal of licensed surveyor or engineer who prepared the plat	_____	_____	_____
f. Reference to any separate instrument filed or recorded which directly affect the land being subdivided	_____	_____	_____

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- g. County Treasurer’s Certificate \_\_\_\_\_
- h. Borderlines bounding the sheet; all lettering, signatures, and seals shall be within the margin \_\_\_\_\_
- VI. Does this Final Plat and the accompanying “As Built” plans, in your opinion, meet all of the requirements of good engineering practices? \_\_\_\_\_

\_\_\_\_\_  
Signature of Engineer Preparing Plat

\_\_\_\_\_  
Date

(Seal)

NOTE: if any of the above answers are “no,” please give explanation or NA if not applicable.

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*This section reserved for City Administrator use only.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Does the submitted Final Plat comply with all of the Regulations for the Subdivision of land for the City of Piedmont?

Yes      No      N/A

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does the submitted "As Built" Plans comply with all of the Regulations for the Subdivision of land for the City of Piedmont?

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the Department of Environmental Quality approved the residential water and/or sewage disposal system?

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date submitted to Chairman of Planning Commission:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_