

Development Stage

Check Item/Details

Approved

N/A

Criteria/Comments

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**UNPLATTED PARCEL MODIFICATION
CHECKLIST
(Includes Plat B)**

Updated 5/18/2016

SUBDIVISION _____ Phase _____ Zone _____
Developer _____ Engineer _____

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A. Meet with City Engineer

1. Obtain & Discuss

A) Parcel Modification process _____

B) Checklist _____

C) Application Forms _____

D) Drawing Formats _____

E) Approval Criteria _____

 1) By City Engineer _____

 2) By Planning Commission _____

F) No More than 3 Parcels Affected _____

G) No New Parcels _____

H) No Additional Total Area _____

All in ACAD

Not Protested

Protested

B. Sketch Meeting (1 month before Planning Commission Meeting (1st or 3rd Thursdays))

1. Required Documents

A) County Ownership Map with Ownership List

 1) North Arrow _____

 2) Scale _____

 3) Existing Lot/Parcels lines
 outlined in Blue _____

 4) Proposed Lot/Parcel lines
 outlined in Red _____

 5) Existing Building Footprints _____

 6) Boarding Streets w/names or
 Numbers _____

<u>Development Stage</u>	<u>Check Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>	Page 3
C. Record of Survey					
1. Property Scale					
2. Title Block					
	A) Survey Name				
	B) Survey Location				
	C) Engineer/Surveyor				
	D) Date				
	E) Scale				
	F) Sheet #				
3. North Arrow					
4. Certificates/Notes					
	A) Surveyors Certif.				
	B) Surveyors Stamp				
	C) Legal Descriptions				
	1) Boundary				
	2) Parcels				
	D) Survey Narrative				<u>Include reference to plat being amended</u>
	E) Basis of Bearings/Elevations				
	F) City Zones				
	G) Legend				
	1) Survey Monuments				
	2) Other				
	H) City Engineer's & Building Official's Certificate				<u>For un-protested Proposals</u>
	I) Planning Commission Approval Cert.				<u>For Protested Proposals</u>
	J) Utilities Approval (When easements Are affected)				
5. Vicinity Map					
6. Existing Layout (Affected areas only)					

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	A) Parcel Lines	_____	_____	_____	
	B) Lot Numbers	_____	_____	_____	
	C) Street Lines	_____	_____	_____	
	D) Street Numbers	_____	_____	_____	
	E) Easement Types	_____	_____	_____	
	7. Proposed Layout				
	A) Proposed Parcel Layout	_____	_____	_____	
	1) Parcel Lines	_____	_____	_____	
	2) Line Distance	_____	_____	_____	
	3) Line Bearings	_____	_____	_____	
	4) Matches Legal	_____	_____	_____	
	5) Closure	_____	_____	_____	
	6) Lot/Parcel Areas	_____	_____	_____	
	7) Lot/Parcel Frontages	_____	_____	_____	
	8) Lot numbers	_____	_____	_____	
	8. Building Division Requirements (if buildings exist)				
	A) Structurally Independent	_____	_____	_____	
	B) Separate Water service	_____	_____	_____	Show existing & new (where needed)
	C) Separate Sewer service	_____	_____	_____	Show existing & new (where needed)
	D) Required Set Backs	_____	_____	_____	
	E) Required Parking	_____	_____	_____	
	F) Fencing	_____	_____	_____	
_____	G) Landscaping	_____	_____	_____	
_____	H) Curb, Gutter & Sidewalk	_____	_____	_____	
_____	9. Adjacent Owners	_____	_____	_____	
_____		_____	_____	_____	
D. Deeds					
1) Grantor					
A) Name		_____	_____	_____	
B) Address		_____	_____	_____	

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2) Grantee					
	A) Name	_____	_____	_____	
	B) Address	_____	_____	_____	
3) Parcel Description					
	A) Reference to Plat Being Amended	_____	_____	_____	
	B) Matches Record of Survey	_____	_____	_____	
	C) Closure	_____	_____	_____	
4) Deed Restrictions		_____	_____	<u>Attaches parcel to lot (Residential Lots only)</u>	
5) Signatures					
	A) Grantor	_____	_____	_____	
E. Applications/Fees					
	1. Checking Fees	_____	_____	_____	
	2. Planning Commission App.	_____	_____	_____	
	3. Planning Commission Fees	_____	_____	<u>For Protested Proposals only</u>	
	4. Filing fee	_____	_____	_____	
	5. Public Hearing Notice Costs	_____	_____	_____	
	6. Plat checking fees	_____	_____	<u>Actual Costs</u>	
F. Approval/Notices					
	1. City Engineer Approval				
	A) Approval	_____	_____	_____	
	B) 2 Copies for File	_____	_____	_____	
	2. Planning Commission Approval				
	A) Meeting 1 st or 3 rd Tuesday (one Copy & original of Record Of Survey, Deeds)	_____	_____	_____	
	3. City Council Approval original Record of Survey & Deed	_____	_____	_____	
G. Recording of Deeds		_____	_____	<u>By City</u>	

NOTES: Performance bond and construction drawings are required if City improvements are required.
Normally, improvements are installed as lots are developed.

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Eng/misc/checklists/CHECK Unplatted Parcel Mod 2016