

CHECK LIST – FINAL PLAT

NAME OF SUBDIVISION _____

ADDRESS/LOCATION OF SUBDIVISION _____

Owner: _____

Name	Address
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Phone	Email
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Engineer: _____

Name	Address
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Phone	Email
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TYPE OF SANITARY SEWER

- City Sewer
- Other approved public sewer
- Sewer system by developer
- Septic tank

TYPE OF WATER SYSTEM

- City Water
- Other approved public water
- Private well

TYPE OF ROAD SURFACE (Check one)

- Hard surfaced (Curb & Gutter)
- Hard surfaced (Open Ditch)
- Not hard surfaced

REQUIREMENTS FOR FINAL SUBMITTAL:

	YES	NO
1. Copy of Final Plat (3 hard copies - 24" x 36" & 1 full sized pdf digital file)	<input type="checkbox"/>	<input type="checkbox"/>
2. Application	<input type="checkbox"/>	<input type="checkbox"/>
3. Filing Fee	<input type="checkbox"/>	<input type="checkbox"/>
4. Abstractor's Certificate	<input type="checkbox"/>	<input type="checkbox"/>
5. Subdivision Agreement	<input type="checkbox"/>	<input type="checkbox"/>
6. Grading/Drainage plan	<input type="checkbox"/>	<input type="checkbox"/>
7. Utilities Form	<input type="checkbox"/>	<input type="checkbox"/>
8. PCSMPMA (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
9. Operating Agreement (if an LLC)	<input type="checkbox"/>	<input type="checkbox"/>

Return Completed forms to: Norfolk Planning Department; 309 N 5th Street; Norfolk, NE 68701

<u>SUBDIVISION INFORMATION ON PLAT</u>	YES	NO
Name of subdivision	<input type="checkbox"/>	<input type="checkbox"/>
Parcel Number	<input type="checkbox"/>	<input type="checkbox"/>
Name of adjacent subdivisions	<input type="checkbox"/>	<input type="checkbox"/>
Street names	<input type="checkbox"/>	<input type="checkbox"/>
Adjacent street names	<input type="checkbox"/>	<input type="checkbox"/>
Boundary and range. Survey with bearings & distances with respect to section or fractional section corners.	<input type="checkbox"/>	<input type="checkbox"/>
Location of all boundary monuments	<input type="checkbox"/>	<input type="checkbox"/>
Plat and lot dimensions – nearest 1/100 of a foot	<input type="checkbox"/>	<input type="checkbox"/>
Lot and block numbers	<input type="checkbox"/>	<input type="checkbox"/>
Address table	<input type="checkbox"/>	<input type="checkbox"/>
Lot size table	<input type="checkbox"/>	<input type="checkbox"/>
Vicinity map referencing plat location	<input type="checkbox"/>	<input type="checkbox"/>
Location and width of street right-of-way	<input type="checkbox"/>	<input type="checkbox"/>
Location and width of easements	<input type="checkbox"/>	<input type="checkbox"/>
North point	<input type="checkbox"/>	<input type="checkbox"/>
Scale	<input type="checkbox"/>	<input type="checkbox"/>
Certification by registered surveyor	<input type="checkbox"/>	<input type="checkbox"/>
Legal description of platted property	<input type="checkbox"/>	<input type="checkbox"/>
Owner's certificate of dedication of: easements	<input type="checkbox"/>	<input type="checkbox"/>
streets	<input type="checkbox"/>	<input type="checkbox"/>
open space	<input type="checkbox"/>	<input type="checkbox"/>
First floor elevation if in 100 year flood plain	<input type="checkbox"/>	<input type="checkbox"/>
Waiver of claim by applicant for damages occasioned by grades or alteration of streets and alleys to conform to grade establish	<input type="checkbox"/>	<input type="checkbox"/>
Owner's signature and notary seal	<input type="checkbox"/>	<input type="checkbox"/>
Space for recording	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalk note	<input type="checkbox"/>	<input type="checkbox"/>
Front and side street setbacks marked on lots	<input type="checkbox"/>	<input type="checkbox"/>

Completed by: _____ Date: _____