

### SUBDIVISION PLAT CHECKLIST

NAME \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLAT REC'D \_\_\_\_\_  
DEPOSIT \$ \_\_\_\_\_  
\_\_\_\_\_

SECTION, TWP, RANGE \_\_\_\_\_  
PARENT PARCEL (S) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COPY SENT TO OTHERS**  
CWS \_\_\_\_\_  
CART \_\_\_\_\_  
ENG \_\_\_\_\_  
OPS \_\_\_\_\_ Naomi

CITY/COUNTY \_\_\_\_\_  
PROJECT # \_\_\_\_\_  
PARCELS + TRACTS \_\_\_\_\_  
BOUNDARY SURVEY \_\_\_\_\_  
SURVEYOR \_\_\_\_\_

PLANNING \_\_\_\_\_  
PLANNER \_\_\_\_\_  
ADDRESSING \_\_\_\_\_  
MYLAR TO CWS \_\_\_\_\_  
ADDRESSING \_\_\_\_\_  
OPS \_\_\_\_\_

TITLE CO \_\_\_\_\_  
EFFECTIVE DATE \_\_\_\_\_

CARTOG PAID \_\_\_\_\_  
TAXES PAID \_\_\_\_\_  
MONEY OK \_\_\_\_\_  
RECORDING \$ \_\_\_\_\_

**OFFICE CHECK**  
REVIEW \_\_\_\_\_ REVIEWER \_\_\_\_\_ MATH \_\_\_\_\_

NOTIFIED SURVEYOR \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVALS**  
CITY LETTER \_\_\_\_\_  
CITY FINAL \_\_\_\_\_  
OPS \_\_\_\_\_  
CWS \_\_\_\_\_  
DLUT SIG \_\_\_\_\_  
TO CARTOG \_\_\_\_\_

C.S. PREMYLAR REVIEW / / \_\_\_\_\_  
HOLD CMNTS SENT \_\_\_\_\_

**REQUIRED DOCS**                      **IN FILE**  
CONSENTS \_\_\_\_\_  
CITY DOC LIST \_\_\_\_\_  
MAINT AGRMNT \_\_\_\_\_  
WC ACCESS EASEMENT \_\_\_\_\_

<b>FIELD CHECK</b>	Boundary	Complete
TO CREWS COMPLETED	_____	_____
NOTIFIED SURVEYOR	_____	_____
FIELD CHECK ISSUES FIXED CONFIRMATION	_____	_____

**ENCROACHMENTS** \_\_\_ YES \_\_\_ NO  
NOTES \_\_\_\_\_

**Postmonument Plat**                      Yes \_\_\_\_\_                      No \_\_\_\_\_

Lots + Tracts \_\_\_\_\_  
Mon Boxes \_\_\_\_\_  
+ BASE \* 120%                      Deposit \$ \_\_\_\_\_  
Money Rec'd                      Form Rec'd \_\_\_\_\_

**RESOLVED** \_\_\_\_\_

## SUBDIVISION PLAT CHECKLIST

1. Narrative
  - a. Found mon shown on boundary
  - b. Basis of Bearings
2. North arrow
3. Graphic scale - verified
4. Date
5. Surveyor's name/address
6. Legend
  - a. conforms to plat
  - b. mon boxes
7. 1" margins
8. Pages numbered
9. All pages stamped
  - a. signed
  - b. expiration date
10. Lot #s OK, # in SID, # on pg 1
11. Tract Letters OK, # in SID, # on pg 1
12. Plat Heading
  - a. 1/4 section
  - b. replat
13. Corner tie: gov't, sub, part, or condo
  - a. type of mon found
14. Area of parcels, tracts and boundary
15. Adjacent plats
  - a. plat name/number
  - b. lot/parcel #s
  - c. tract letters
  - d. adjoining doc #s
16. Streets
  - a. name(s)
  - b. width(s)
  - c. county road #s
  - d. private street(s) - easement for lot(s)
  - e. street plug(s) on adjoining plat(s)
17. Easements - new
  - a. purpose
  - b. dimensions
18. Easements - existing
  - a. purpose
  - b. dimensions
  - c. recording reference
19. Lettering and drafting ok
20. Approvals
21. Surveyor's Cert
  - a. conforms to plat
  - b. corner tie
22. Declaration
  - a. dec correct
  - b. tracts conveyed
  - c. easements granted
  - d. R/W dedicated
23. Acknowledgment
  - a. dec correct
  - b. acknowledgment form correct
24. HOA - formed - name correct
25. Ownership and maintance of tracts
26. Spite strip tracts
27. Casefile statement
28. Consent affidavit statement(s)
28. Vesting deed
29. Remaining monumentation statement
30. Plat name consent needed
31. Title report legal
32. Mark-ups
  - a. Cartography
  - b. Planning
  - c. OPS
  - d. Engineering
  - e. CWS
  - f. Addressing
33. Tax map
34. DXF
35. Cartog \$