



### **Subdivision Development Checklist**

Pre Application Meeting Date \_\_\_\_\_ Time \_\_\_\_\_

Planning Commission Meeting Date \_\_\_\_\_ Time \_\_\_\_\_

Application Fee

City Council Meeting Date \_\_\_\_\_ Time \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Preliminary Plat physical and digital copies   | <input type="checkbox"/> Final Plat one original and two mylar copies   |
| <input type="checkbox"/> Name, Location, Legal description, Date        | <input type="checkbox"/> Date, title, Name, Location of Subdivision   |
| <input type="checkbox"/> Names of Adjoining Properties                  | <input type="checkbox"/> Graphics Scale and North Arrow   |
| <input type="checkbox"/> North Point and Graphics Scale                 | <input type="checkbox"/> Monuments 1" diameter maximum 30" length   |
| <input type="checkbox"/> Roads  | <input type="checkbox"/> Dimensions, angles and bearings, legal description of the property   |
| <input type="checkbox"/> Existing Utilities and sizes                   | <input type="checkbox"/> Names of Adjoining Properties  |
| <input type="checkbox"/> Name, Location, Legal description, Date        | <input type="checkbox"/> Location and dimensions of easements   |
| <input type="checkbox"/> Proposed Utility System                        | <input type="checkbox"/> Purpose for which sites are dedicated or reserved  |
| <input type="checkbox"/> Contours at intervals 2' or 5'                 | <input type="checkbox"/> Surveyor Certification as to the accuracy of plat  |
| <input type="checkbox"/> Proposed improvement or grading                | <input type="checkbox"/> Certification signed and acknowledged by all parties holding title   |
| <input type="checkbox"/> Location of existing buildings                 | <input type="checkbox"/> Certification recording the approval of the Planning Commission  |
| <input type="checkbox"/> Proposed Easements, Dedications                | <input type="checkbox"/> Certification recording the approval of the City Council   |
| <input type="checkbox"/> Filing Fees                                    | <input type="checkbox"/> Detailed Construction plans of all required public improvements approved by and engineer   |
| <input type="checkbox"/> Improvement schedule and restrictive covenants | <input type="checkbox"/> Posted bond or certified check to the City of Crete in sufficient amount to complete the required improvements as approved by and engineer |
| <input type="checkbox"/> Notification of County Planning Commission     |   |
| <input type="checkbox"/> Notification of School Board                   |   |

### **Administrative Subdivision Checklist**

Pre Application Meeting Date \_\_\_\_\_ Time \_\_\_\_\_

City Council Meeting Date \_\_\_\_\_ Time \_\_\_\_\_

Application Fee

- |   |  |
|---|--|
| <input type="checkbox"/> Name                                   | <input type="checkbox"/> Dimensions                          |
| <input type="checkbox"/> Date                                   | <input type="checkbox"/> Legal description                   |
| <input type="checkbox"/> Title                                  | <input type="checkbox"/> Certification                       |
| <input type="checkbox"/> Location                               | <input type="checkbox"/> Signed by all parties holding Title |
| <input type="checkbox"/> Names of abutting streets              | <input type="checkbox"/> Protective covenants                |
| <input type="checkbox"/> New lots, block numbers, setback lines | <input type="checkbox"/> Have owners requested annexation    |
| <input type="checkbox"/> Graphic Scale and true North Point     | <input type="checkbox"/> Utility easements shown             |
| <input type="checkbox"/> Monuments                              | <input type="checkbox"/> Final Plat Original & 2 Mylar's     |

### **Zoning Change or Comprehensive Plan Amendment**

Pre Application Meeting Date \_\_\_\_\_ Time \_\_\_\_\_

Scaled Survey Drawing

Publish and Post Date \_\_\_\_\_ Time \_\_\_\_\_

Application Fee

Planning Commission Meeting Date \_\_\_\_\_ Time \_\_\_\_\_

City Council Meeting Date \_\_\_\_\_ Time \_\_\_\_\_

Parcel # and Current Zoning \_\_\_\_\_

Requested Zoning \_\_\_\_\_

### **Special Exception Request**

Pre Application Meeting Date \_\_\_\_\_ Time \_\_\_\_\_

Application Fee

City Council Meeting Date \_\_\_\_\_ Time \_\_\_\_\_