



Logan-Union-Champaign
regional planning commission

Director: Jenny R. Snapp

Application for Final Plat Approval

Date: _____

Name of Subdivision: _____

Section/Phase: _____ Block _____

Location: _____

Township: _____ Military Survey: _____

Complete Parcel(s) Identification Number (PIN): _____

Has a Preliminary Plat been approved for this subdivision?: Yes ___ No ___ Date: _____

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Name of Owner of property to be subdivided: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Name of Applicant's Surveyor or Engineer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Proposed Acreage to be Subdivided: _____

Current Zoning Classification: _____

Proposed Zoning Changes: _____

Proposed Land Use: _____

Development Characteristics

Acreage w/in Approved Preliminary Plat: _____ Acres

Acreage w/in Section and/or Block: _____ Acres

Number of **APPROVED** lots from Preliminary Plat _____



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Number of Lots **PROPOSED** w/in this Section: _____

Number of **APPROVED** units from Preliminary Plat: _____

Number of Units **PROPOSED** w/in this Section: _____

Typical Lot Width: _____ Feet Typical Lot Area: _____

Single Family Units: _____ Sq. ft Multi-Family Units: _____

Acreage to be devoted to recreation, parks or open space: _____

Recreation facilities to be provided: _____

Approved method of Supplying Water Service: _____

Approved method of Sanitary Waste Disposal: _____

Were any Requests for Variance(s) from the Subdivision Regulations approved by the County Commissioners? _____

Construction improvements have achieved satisfactory completion and has been Certified by the County Engineer in accordance with Section 326 and 330 of the Subdivision Regulation? *If no, continue to next question.* _____

If no to the above question, please submit a Performance Bond in accordance with the following:

- Has estimated construction cost been submitted by the responsible design engineer? _____
- Has estimated construction cost been approved by the County Engineer? _____
- Bond has been submitted to County Engineer? _____
- Bond approved by County Commissioners? _____

For Official Use

Date filed: _____ Filing Fee: _____

Date of Meeting of Planning Commission: _____

Action by Planning Commission: _____

If rejected, reason(s) for: _____



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Final Plat Review Checklist

| # | Required Item Description | HAVE | NEED |
|----|---|------|------|
| 0 | Drawn at a scale not less than 1:100 and shall be on one or more sheets 24" X 36"; drawn in India ink or photographically reproduced on Mylar or other materials of equal permanence. | | |
| 1 | Name of the Subdivision, location by section, range or township, or Virginia Military Survey (VMS) number; date, north point, written and graphic scale and acreage. | | |
| 2 | Names and addresses of the subdivider and the professional surveyor who prepared the Final Plat | | |
| 3 | Plat boundaries, based on accurate traverse, with directional and lineal dimensions. | | |
| 4 | Bearings and distances to nearest established street lines or other recognized permanent monuments. | | |
| 5 | Exact locations, right-of-way widths, and names of all streets within and adjoining the plat; building setback lines. | | |
| 6 | Radii, internal angles, points of curvature, tangent bearings, lengths of arcs, and lengths and bearings of chords. | | |
| 7 | All easements and rights-of-ways provided for public services or utilities. All plats shall contain a restriction that no permanent structures or plantings, etc. shall be permitted in the easement areas. | | |
| 8 | All lot numbers and lines with accurate dimensions in feet and hundredths. House numbers may be required to be shown. | | |
| 9 | Accurate location and description of all monuments. The plat shall clearly indicate which monuments are in place at the time of certification of the Final Plat by the surveyor. The plat shall also clearly indicate which monuments will be placed, if any, after construction of the improvements and before the completion date. | | |
| 10 | Accurate outlines of areas to be dedicated or reserved for public use, or any area to be reserved for common uses of all property owners. | | |
| 11 | The limits of all Flood Hazard Areas (show the FEMA map number and date). Base Flood Elevations and minimum first floor elevations shall be shown for all lots located within Flood Hazard Areas. | | |
| 12 | Certain restrictions and covenants the subdivider intends to include in the deeds to the lots in the subdivision including any restrictions required by the County. | | |
| 13 | Certification by a professional surveyor to the effect that the plat represents an actual field survey performed by him; that all dimensional details are correct, and that the monuments shown thereon were or will be placed by the established completion date or prior to the sale of each lot, whichever occurs first (See Section 326). | | |
| 14 | Notarized certification by the owner or owners of the authorization of the plat and the dedication of streets and other public areas. | | |
| 15 | A vicinity map at a scale of generally not more than six thousand feet to an inch (6,000:1) shall be shown on, or shall accompany the Final Plat. | | |



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| 16 | If a zoning change or variance is involved, a letter from the Township Zoning Inspector shall be required indicating that the change or variance has been approved and is in effect. | | |
| 17 | A letter from the County Engineer shall be required showing that all required improvements have been either installed and approved by the proper officials or agencies, or that a bond or other surety has been furnished assuring installation of the required improvements. | | |
| 18 | Written certification from the Board of County Commissioners for operation and maintenance of the wastewater or water treatment plant, if applicable. | | |
| 19 | Certification by a registered surveyor to the effect that the plat represents a survey completed by the surveyor and that the monuments shown thereon exist as located in all dimensional details are correct. | | |
| 20 | A notarized acknowledgement of all owners and lien holders to the plat and its restrictions including dedication to the public uses of streets, alleys, parks and other spaces shown thereon and granting required easements. | | |
| 21 | Approval and acceptance clause for the signatures of a representative of the Logan-Union-Champaign County Regional Planning Commission, the County Engineer, the County Health Department, the Board of County Commissioners, the County Auditor, the County Recorder, and a representative of the Township Trustees in which the subdivision is located. | | |
| 22 | Final Plat Fees: Payment/Check made out to LUC Regional Planning Commission, based on the current fee schedule. | | |