



plat submittal requirements.

NOTE: a pre-application meeting with a City Planner is required prior to any submission

For **PRELIMINARY** submittal of plat, we will now require:

- 1 paper copy of application
- 1 PDF of application
- 1 paper copy of plat, 11' x 17'
- 1 PDF of plat
- 1 .DWG file of plat

Subsequent to City Commission Approval of PRELIMINARY plat, we will require:

- 1 paper copy of Title Opinion **
- 1 PDF copy of Title Opinion **

** Not required for Short Plat unless specifically requested by staff. Short Plat does not go to City Commission

For **FINAL** submittal of plat, we will now require:

- 1 paper copy of any required documents such as: Declaration of Easement; Hold Harmless Agreement; Non-Protest Agreement; other necessary/requested documents
- 1 PDF of each of the above
- 1 paper copy of plat, 11' x 17'
- 1 PDF of plat

For **MYLAR** submittal of plat, we will now require:

- 1 original Declaration of Easement, Hold Harmless Agreement or any other necessary documents to be recorded
- 1 PDF of each of the above
- 1 paper copy of Development Agreement, provided by the City, to be recorded
- 1 – 3 24"x36" mylar copies of final plat **
- 1 PDF of final plat
- 1 .DWG file of final plat

** May record up to 3 mylars, one will stay on record at the courthouse and the other one or two would be returned to the engineer

09/01/2016