

Checklist for Final (Hard Copy) Subdivision Plat Review

Name of Subdivision _____

Reviewed By _____ Date _____

- _____ 1. Signatures: Are all the following signatures and spaces for subsequent signatures on plat?
- _____ a. Owner(s) ? Notarized?
 - _____ b. Private licensed surveyor? Stamp or seal? Notarized?
 - _____ c. County
 - _____ 1) Planning Director?
 - _____ 2) Sanitarian?
(Required only outside UGB or where private septic systems will be used inside UGB)
 - _____ 3) County Surveyor?
 - _____ 4) Tax Collector? Statement that taxes have been paid to DATE?
 - _____ 5) Tax Assessor?
 - _____ 6) Space for three (3) Commissioners?
 - _____ a) Spelling of Commissioners names?
 - _____ b) Signatures spaces for Commissioners and Tax Collector located together
under approval statement?
 - _____ 7) Space for County Clerk to attest commissioner's signatures?
 - _____ 8) Space for County Clerk to list recording data and sign?
 - _____ 9) Space for County Engineer?
- _____ 2. Dedication statement?
- _____ a) Is it located above owner's signature?
 - _____ b) Does it include:
 - _____ 1) Streets?
 - _____ 2) Easements?
 - _____ c) Separate statement dedicating 1-foot reserve strips to county in fee simple?
(If omitted, may use separate warranty deed.)
- _____ 3. Improvement agreement submitted by subdivider?
- _____ a) Date at top of first page left blank?
 - _____ b) Subdivider's name on first page?
 - _____ c) Completion dates listed for all items of work?
 - _____ d) Signed by subdivider?
- _____ 4. Bond or alternate financial guarantee (if required) provided by subdivider?
- _____ a. Reviewed and approved by county legal counsel?

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- _____ 5. Warranty deed for 1-foot reserve strips submitted by subdivider (only if not included in dedication statement - see 2, c. above) ?
- _____ 6. Engineering plans: Have they been approved?
 - _____ a. Road and storm drain plans approved by county engineer?
 - _____ b. “Plan check” fee paid? “Plan check” form signed by subdivider and by Department of Public Works?
 - _____ c. Sewer and water plans approved by City (required only if inside UGB) ?
(Copy of approval letter required.)
- _____ 7. Roads: Do they conform to approved engineering plans and subdivision ordinance?
 - _____ a. Right-of-way widths?
 - _____ b. Horizontal curve radii?
 - _____ c. Cul-de-sac right-of-way radii?
 - _____ 1) Radii entering a cul-de-sac?
 - _____ 2) Radii around cul-de-sac?
 - _____ d. Intersections: Property corner radii?
 - _____ e. Additional right-of-ways dedicated along existing public roads?
 - _____ f. Are all new right-of-ways clear of easements other than utility easements?
- _____ 8. Easements:
 - _____ a. Preexisting recorded easements?
 - _____ b. New 5-foot utility easements along all side and rear lot lines
(may use note in lieu of showing each one on plat) ?
 - _____ c. Special purpose easements: Do widths and alignments conform to approved engineering plans?
 - _____ 1) Slope?
 - _____ 2) Storm drain?
 - _____ 3) Sewer?
 - _____ 4) Access (including combined driveways and frontage roads) ?
 - _____ 5) Do easements need to be made exclusive (other utilities or uses excluded) ?
- _____ 9. One-foot reserve strips shown on plat?
- _____ 10. Notes limiting access or requiring combined driveways?
- _____ 11. Unusual or special conditions—check:
 - _____ a. DPW memos and letters?
 - _____ b. Planning Commission decisions?
 - _____ c. Board of Commissioners’ decision (if any) ?
 - _____ d. Approved engineering plans?