



PLANNING COMMISSION MAJOR SUBDIVISION FINAL PLAT CHECKLIST

This checklist must be met before a major subdivision can be accepted for review for final approval. A more detailed description of each step can be found on Section 3.6 of the Henderson City-County Subdivision Regulations.

- (1) _____ 4 copies of 18 X 24 plat with special emphasis on section being submitted, **plus one digital copy as per the Subdivision Regulations "Addendum A"**.
- (2) _____ Status report on all other sections if under sectionalization process.
- (3) _____ Graphic description of sections which have already received final approval.
- (4) _____ PVA - Parcel Identification Number.
- (5) _____ Final plat complies in all respects with the preliminary and engineering plats as approved.
- (6) _____ Is accompanied by restrictive covenants.
- (7) _____ Is accompanied by performance bond if applicable.
- (8) _____ Is accompanied by the inspection fee (\$1.00 per running foot) (if applicable).
- (9) _____ Is accompanied by \$100 for each street sign, & \$150 for each Traffic Control Sign (if applicable).
- (10) _____ Is accompanied by \$50.00 submittal fee and \$50.00 recording fee.
- (11) _____ Contains at least 10% of entire number of lots unless prior approval for deviation has been obtained from the Planning Commission.
- (12) _____ Title Block is complete:
_____ Name of subdivision and correct section number.
_____ Names and addresses of property owner, developer, & engineer.
_____ Legend information, graphic and written scale, North point, date of preparation, etc.
- (13) _____ Certification block with appropriate signatures:
_____ Owners
_____ Surveyors
_____ Water and Sewer Authority
_____ Local Government Engineer



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(13) Certification block with appropriate signatures **Cont'd**:

- _____ Ready for Planning Commission signature
- _____ Consolidation Certification

(14) _____ Vicinity Map - meeting proper requirements.

(15) _____ Zoning Classification

(16) _____ Proper lot design:

- _____ Scale - 1" = 100'
- _____ Adjacent streets
- _____ Adjacent owners
- _____ Boundary lines of tract
- _____ Monuments
- _____ Show street information/Street R-O-W and Pavement Width
- _____ Show lot numbers for all lots
- _____ Show all proposed reservation and dedications
- _____ Show building setback lines (front, rear and side yard)
- _____ Notation of lot size in acreage if over an acre, or sq. feet if under an acre.
- _____ Show Special Flood Hazard areas.

Surveyor Date