



S7 SPECIFIC APPLICATION FORM - MINOR PLAT

Section 3.8 (2) of the Unified Development Code

All documents shall be sent via email or through ShareSync/FTP file. The following steps must be completed, and the items must be submitted for the application to be deemed complete and processed:

- ☐ Pre-Application Conference prior to application submittal (if required).
- ☐ Concept plan approval (if required).
- ☐ A completed Universal Application and checklist signed by the owner/s of the property.
- ☐ A title report.
- ☐ A complete sets of construction plans (plan views) to verify required easements and reserves, showing existing and proposed configurations if applicable. This includes grading, streets, green spaces, drainage/stormwater systems, gas, electrical, water, wastewater, cable and TV, fiber and all utilities.
- ☐ A copy of proposed plat.
- ☐ A copy of all existing recorded plats pertaining to the minor plat.
- ☐ Payment of all other applicable fees (see Schedule of Fees).
- ☐ An accurate metes and bounds description of the subject property (or other suitable legal description).
- ☐ Location/vicinity map showing the location and boundaries of the subject parcel. Indicate scale or not to scale (NTS) and provide north arrow.
- ☐ Tax certificate(s) showing that all taxes owing to the State, County, School District, City and/or any other political subdivision have been paid in full to date.
- ☐ Letter of Certification from each utility provider servicing this area (CPS, PEC, SAWS, Time Warner, Grey Forest, GBRA, Spectrum, etc.).
- ☐ Letter from USPS and other service providers to ensure the name of the proposed subdivision, or any of the physical features, (such as streets, parks, etc.) must not be so similar to the names of any similar features in the county or in any incorporated town or city therein. Streets, which are a continuation of any existing street, shall take the name of the existing street.
- ☐ Drainage/Stormwater plan, if any grade changes.
 - ☐ Fiscal Surety if required.

Additional Requirements. The City Manager (or designee) may, from time to time, identify additional requirements for a complete application that are not contained within but are consistent with the application contents and standards set forth in this Code.