



FINAL PLAT SUBDIVISION CHECKLIST

PURPOSE: Following approval of a preliminary plat application, applicant must apply for final plat review and approval. Also, if a minor subdivision was approved as a preliminary only (not a combined subdivision), a final plat must be filed.

STANDARD SUBDIVISION PERMIT FEE: \$210.00 + \$10.00 PER LOT (MAKE CHECK PAYABLE TO CITY OF EMMETT)

CITY ENGINEER FEE: MEET WITH THE SUPERINTENDENT OF PUBLIC WORKS TO DETERMINE FEE AMOUNT (365-9569) (Receipt must be submitted with application)

		Staff Use Only				
√	Subdivision Ordinance Reference		REQUIREMENT	Complete (Date)	Waived	Non-Applicable
	Title 10-2-4	A	Completed and signed Master Public Hearing Application form			
		B	Fee (See above)			
		C	Proof of current ownership. Attach a copy of the warranty deed, option agreement, earnest money agreement or title report.			
		D	Affidavit of Legal Interest (if necessary)			
		E	1. One copy of subdivision plat (after staff's review, the applicant will be informed of the total number of copies to provide) 2. One digital copy of plat (PDF format) 3. One 11"X17" copy of the plat			
		F	Submit a copy of the proposed restrictive covenants and/or deed restrictions			
		G	Legal description of the subject property			
		H	Scaled vicinity map showing the location of the subject property (if this is a phased development, show this phase in relation to previously approved phases)			
		I	Copy of the approved preliminary plat (8 ½ X 11)			
		J	Final Construction Completion Letter issued by the City of Emmett Public Works Department			
	Title 9-17-3	K	Landscape plan- (if applicable) – 3 copies folded to 8 ½ X 11 size			

	Title 10-2-4.K	L	Required Statements			
			1. Southwest District Health Department			
			2. County Surveyor's Statement			
			3. City Engineer's Statement			
			4. County Treasurer's Statement			
			5. County Assessor's Statement			
			6. City Clerk's Statement			

FINAL REVIEW PROCESS:

Upon submittal of the final plat, a staff review will be completed within thirty (30) days. The review shall determine that the following conditions have been met.

- a.) The plat is in conformance with Idaho Code 50-1301.
- b.) The plat layout conforms to what was approved by the City Council during the subdivision application process.
- c.) The language on the dedication section reflects what was approved in the permit review process and that any dedications are accurately described.
- d.) The appropriate signature blocks are on the plat and that the owner's signature and the owner's surveyor's signature have been obtained.
- e.) The construction plans have been reviewed and approved by the County Engineer. *(if applicable)*
- f.) All required on-site and off-site improvements have been constructed and accepted the County Engineer. *(if applicable)*
- g.) Any required mitigation has been satisfied or other arrangements approved by the City Council have been made.

FINAL APPROVAL: Upon final approval from the Administrator the plat will be forwarded to the City Clerk to be placed for approval on the next available City Council agenda. The City Council will review the subdivision plat and upon finding that all requirements are met they shall approve the final plat and authorize the City Clerk to sign the final plat.

APPROVAL PERIOD: The final plat shall be filed with the County Recorder within one year after written approval by the City, otherwise the approval shall become null and void unless prior to said expiration date an extension of time is applied for by the subdivider and granted by the City Council.

The applicant is responsible to pay any City Engineer or Surveyor fees that are associated with the application.

Applicant Signature

Date

FOR OFFICE USE ONLY

APPLICATION COMPLETION DATE: _____