



PLANNING DEPARTMENT

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**SUBMITTAL REQUIREMENTS FOR FINAL PLAT**

**CLASS 6 DEVELOPMENT REVIEW PROCESS**

Per the provisions of Section 12003 of the Summit County Land Use and Development Code (“Code”), it is hereby acknowledged that situations will occur when all of the listed submittal requirements will not be needed, and situations will also occur when items not listed as submittal requirements will be needed in order for the County to have sufficient information to fully evaluate the impacts of an application. Accordingly, the Planning Department is authorized by the Summit County Board of County Commissioners (“BOCC”) per the provisions of Section 12003 et seq. of the Code to determine, based on the nature of an application, whether to waive BOCC adopted submittal requirements or require additional information based on the nature of each application.

The following shall be submitted to the Planning Department with a Class 6 development review application for a final plat, except for items that may be waived, or additional items that may be required, in accordance with Section 12003 et seq. of the Code:

Initial & date when required (Office use only)	Initial & date when submitted (Office use only)	
		<b>A. Written Material</b>
		<b>1. Application Form:</b> Attached to the packet.
		<b>2. Letter from Property Owner(s):</b> Letter from property owner indicating that such owner is applying for a development review application, or a letter from the property owner giving permission for another person or entity to apply for a final plat.
		<b>3. Legal Description and Acreage:</b> If unplatted, prepared by registered land surveyor. If legally platted, the legal description can be on the application form.
		<b>4. Project Narrative:</b> <input type="checkbox"/> Description of how conditions of preliminary plat approval have been addressed, and how the plans have been revised to address issues raised during the preliminary plat review.
		<b>5. Criteria for Decisions Statement:</b> Statement of how the required criteria for decision can be met.
		<b>6. Water Supply:</b> Final evidence of adequate water rights. <input type="checkbox"/> Copy of water augmentation plan <input type="checkbox"/> Letter from the applicable district.
		<b>7. Sewage Disposal:</b> Final evidence of adequate sewage disposal. <input type="checkbox"/> Letter from the applicable district. <input type="checkbox"/> ISDS permits, or other approval from the Public Health Department.
		<b>8. Provision of Other Utilities:</b> Statement of proposed method of providing utilities (i.e., gas, electric, phone). <input checked="" type="checkbox"/> Letters of consent from utility companies.
		<b>9. Estimated Construction Cost:</b> and proposed method of financing of the streets and related facilities, water distribution system, sewage collection system, storm drainage facilities, and such other utilities as may be required.
		<b>10. Covenants, conditions and restrictions (CC&amp;Rs).</b>
		<b>11. Subdivision improvements agreement.</b>
		<b>12. Evidence of access to the state highway system.</b>
		<b>13. Tax certificate:</b> Obtained from the County Treasurer’s Office Showing taxes owed (ad valorem taxes) have been paid.
		<b>14. Closure sheets:</b> Prepared by the surveyor.
		<b>B. Graphic Material</b>
		<b>1. Vicinity Map.</b>

		<b>2. Final subdivision grading, drainage and erosion control plans.</b>
		<b>3. Final subdivision revegetation plan.</b>
		<b>4. Road improvement plans</b> including cross-sections and construction specifications (if different from preliminary).
		<b>5. Composite utility plan.</b>
		<b>6.</b> Where onsite septic systems and wells are proposed for a subdivision having lots of less than 2 acres in size, evidence a plan for the location of wells and septic systems has been approved.
		<b>7. Final Plat:</b> Meeting the specifications in the County's Subdivision Regulations, including but not limited to Section 8100 et seq. and 8700 et seq.
		<b>C. Information Required for Hearing</b>
		<b>1. Development Review Processing Fee:</b> Required fee and adjacent property owner notification printing & mailing cost (payable to Summit County Government)
		<b>D. Other Materials</b>
		<b>1. Number of Copies Required:</b> a. <u>Initial Submittal</u> <input type="checkbox"/> ___ copies of stapled packets of the graphic material, in the scale as outlined above at 24" x 36" in size, <b>folded to 8½"x11"</b> . <input type="checkbox"/> ___ copies of stapled packets of the graphic material that are scalable at 11" x 17" in size, <b>folded to 8½"x11"</b> . <input type="checkbox"/> ___ copies of the written materials. <input type="checkbox"/> Individual PDF's of each item required as part of the submittal, separated and labeled according to the submittal requirements. b. <u>Board of County Commissioners ("BOCC") Meeting</u> <input type="checkbox"/> ___ copies of scalable maps, 11" x 17" in size, folded to 8½"x11", two weeks prior to BOCC date, if necessary.
		<b>2. Public Use Area Fee:</b> If applicable, a public use area fee per the provisions set forth in Section 3509 may be required.
		<b>3. Middle Park Soil Conservation District Fee (Payable to the MPSCD with separate check).</b> <u>Subdivisions</u> Conceptual Plans      Flat fee of \$200 Preliminary Plat      Base fee of \$150 + \$10/lot for Lots 1-100* Final Plat              \$175 Minor Subdivisions of 4 lots or less      Flat fee of \$200 * Additional fees may apply. Please refer to the MPSCD handout.
		<b>4. The BOCC or Planning Department</b> may require you to submit additional information needed for review of your application.

I, \_\_\_\_\_ understand and acknowledge the above listed submittal requirements are needed in order to make application for a Final Plat Application. The application includes all the submittal requirements as indicated by an initial and date on the submittal requirement checklist. All applicable fees, any required plans and any other submittal documents so indicated "*When Required*" on this checklist are also included in the submittal.

Date of Pre-Submittal Meeting: \_\_\_\_\_

Planner's Signature: \_\_\_\_\_