

PLANNING COMMISSION PLAN REVIEW CHECKLIST

FINAL SUBDIVISION PLAT APPROVAL

The following items shall be completed to obtain final plat approval:

- 1. **Sanitary sewer**
 - _____ Sewer division certification
 - _____ Completion of punch list
 - _____ Manhole adjusting rings

- 2. **Water distribution**
 - _____ We Energies approval letter
 - _____ Completion of punch list
 - _____ Hydrant markers

- 3. **Grading and Drainage**
 - _____ Grading certification, lot grades, ditches and detention ponds
 - _____ Completion of punch list

- 4. **Roadway**
 - _____ Binder installed
 - _____ Gravel shoulders
 - _____ Inspection punch list
 - _____ Submittal of driveway culvert plan

- 5. **Erosion control**
 - _____ Silt fence installed and maintained
 - _____ Exposed areas, topsoiled, seeded and mulched

- 6. **Lot corners installed**

- 7. **Lien waivers submitted for all contractors, material suppliers and materials**

- 8. **Street signs installed (Paid by developer, installed by City)**

- 9. **Street trees installed**

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- 10. Fees, Letter of Credits**
 - _____ **Asphalt surface**
 - _____ **Drainage**
 - _____ **Street trees**
 - _____ **Restoration**

- 11. Park and open space fees _____ lots or units @ \$600.00/lot or unit = \$_____.**

- 12. Sanitary sewer connection fee _____ lots or units @ \$200.00/lot or unit = \$_____.**

- 13. Special assessments.**

- 14. Outstanding invoices.**

- 15. Final plat full scale and 200 scale reduction**

- 16. Asbuilts**

- 17. Pond maintenance agreement.**

- 18. Electronic subdivision file.**