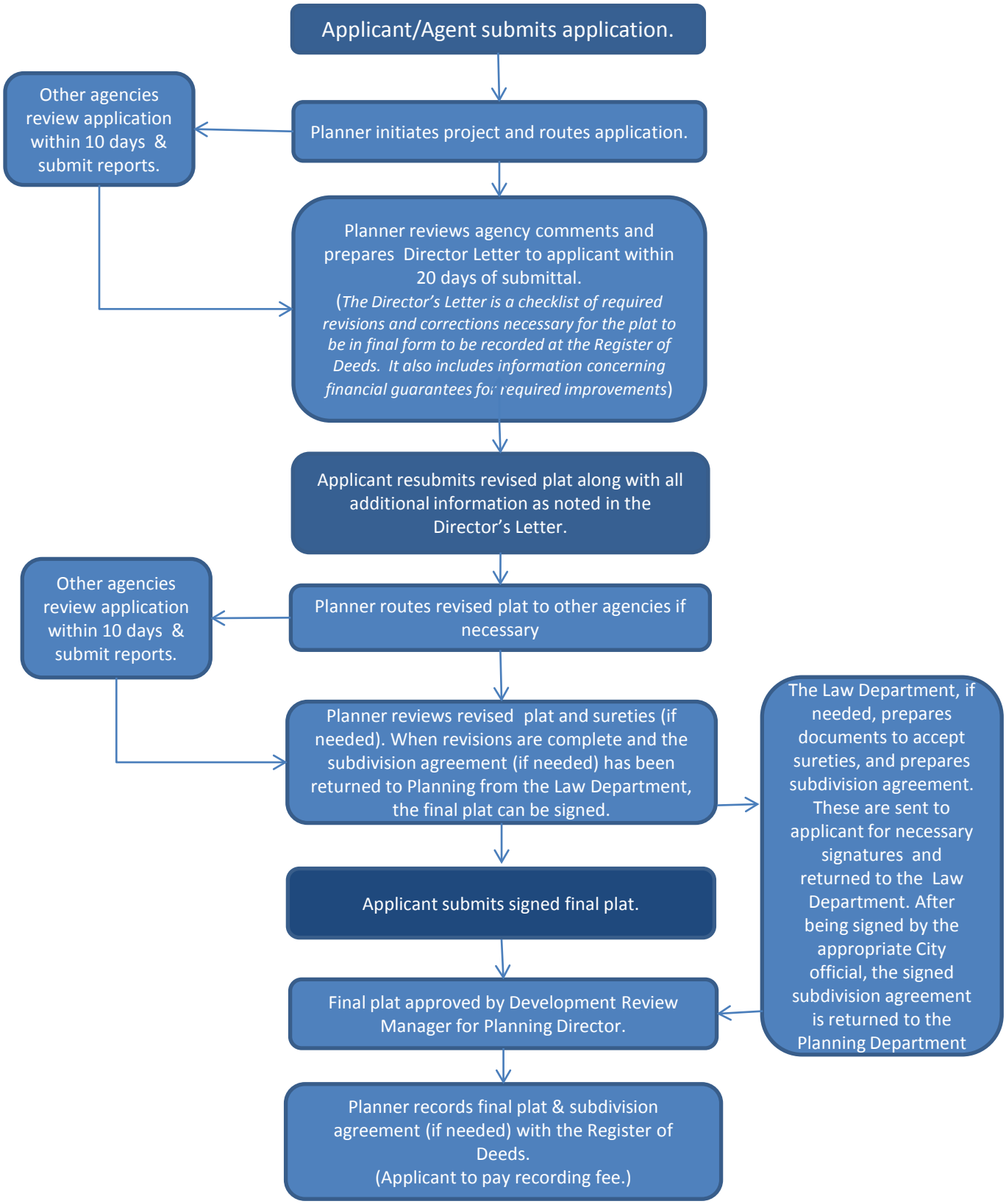
Final Plats


Applicant/Agent submits application.
Planner initiates project and routes application.
Other agencies review application within 10 days & submit reports.
Planner reviews agency comments and prepares Director Letter to applicant within 20 days of submittal.
(The Director's Letter is a checklist of required revisions and corrections necessary for the plat to be in final form to be recorded at the Register of Deeds. It also includes information concerning financial guarantees for required improvements)
Applicant resubmits revised plat along with all additional information as noted in the Director's Letter.
Planner routes revised plat to other agencies if necessary
Other agencies review application within 10 days & submit reports.
Planner reviews revised plat and sureties (if needed). When revisions are complete and the subdivision agreement (if needed) has been returned to Planning from the Law Department, the final plat can be signed.
The Law Department, if needed, prepares documents to accept sureties, and prepares subdivision agreement. These are sent to applicant for necessary signatures and returned to the Law Department. After being signed by the appropriate City official, the signed subdivision agreement is returned to the Planning Department
Applicant submits signed final plat.
Final plat approved by Development Review Manager for Planning Director.
Planner records final plat & subdivision agreement (if needed) with the Register of Deeds.
(Applicant to pay recording fee.)