

**SUBDIVISION PLATTING PROCEDURES**  
**FINAL PLAT**

1. Discuss the proposed use with City Planning staff member(s).
2. The staff member will supply you with an application form that must be completed in duplicate and signed by the owner(s) or owner's attorney of the subject property. The staff member will assign a specific date the application must be returned to the City Office, which allows for ample time to comply with the requirements, by City Code for proper publication. The Final Plat is required sixteen (16) days prior to a regular or called meeting of the Planning Commission.
3. A Final Plat (non-refundable) fee is required to process a Final Plan application as follows:

1 to 10 Lots ( <i>Plus \$10.00 per lot</i> )	\$ 250.00
11 to 50 Lots ( <i>Plus \$10.00 per lot</i> )	\$ 400.00
51 to + ( <i>Plus \$10.00 per lot</i> )	\$ 600.00
4. Four (4) Mylar originals, two (2) full size paper, and one (1) reproducible copy not more than eleven (11) inches x seventeen (17) inches and other exhibits required for approval shall be submitted. If the subdivision contains more than ten (10) lots, 30 full-size copies must be submitted. The Final Plat shall be drawn in ink on tracing cloth, Mylar, or similar material, and shall be at a scale of one inch (1") to one hundred feet (100') or larger. An electronic version of the map(s) is also required. **Applicants must meet requirements set forth in the Subdivision Regulation Ordinance of the City of Blair Comprehensive Plan and shall also contain the following series of items in Subsection 403.03 (see below).**
5. All persons which are the recorded title owners of land within three hundred (300) feet of any point along the perimeter of the land to be subdivided shall be notified in writing of the request for a final plat. The letter of notification shall be mailed to recipients no later than ten (10) days prior to the Planning Commission's public hearing. Adjacent land owners shall have ten days from the date of notification to notify the City Administrator of any protests which they may have concerning the application. A certified list must be prepared, by the applicant, of the names and addresses of those persons who own property within a 300' radius of the subject property. This list may be obtained by contacting the County Surveyor's Office for the names of the property owners and then the County Assessor's Office for the addresses. This list **must** accompany the application or no action will be taken on your request.
6. The City will post a "Subdivision Action Pending" sign will be posted on the front yard of the property under consideration for subdivision at least ten (10) days prior to the public hearings of the Planning Commission and City Council.
7. You will be provided with a copy of the agenda for the Planning Commission meeting at which your request will be considered. It is recommended that the applicant or a representative attend the Planning Commission meeting and the City Council meeting to answer any questions. Without someone being there to speak on your behalf, your request may be deferred to the next meeting. The Planning Commission action is in the form of a recommendation to the City Council. The City Council will make the official decision.

**SECTION 403****PROCEDURE FOR APPROVAL OF FINAL PLAT**

- 403.01 **PLAT SUBMISSION REQUIREMENTS:** Final plats shall be submitted to the Zoning Administrator within one (1) year of approval of the preliminary plat unless an extension is granted by the Planning Commission. The final plat shall conform to the preliminary plat as approved and to the requirements of all applicable Ordinances and state laws; and, if desired by the subdivider, it may constitute only that portion of the approved Preliminary Plat which he/she proposes to record and develop at the time; provided, however, that such portion conforms to all requirements of these Regulations. Submittal of any portion of the approved area shall be interpreted as satisfying the one (1) year submission requirement.
- 403.02 **FEES:** A final plat review fee shall accompany the application for final approval of the plat. The applicant shall pay and the application must be accompanied by a nonrefundable application fee. Said fee shall be set and determined from time to time as deemed necessary by the Mayor and City Council by resolution, and shall be appended to the Municipal Code as part of an appendix for permit, license, and application fees.

**MAP REQUIREMENTS:**

- 403.03 **SCALE AND FINAL PLAT CONTENTS:** Four (4) Mylar originals, two (2) full size paper, and one (1) reproducible copy not more than eleven (11) inches x seventeen (17) inches and other exhibits required for approval shall be submitted. If the subdivision contains more than ten (10) lots, 30 full-size copies must be submitted. An electronic version of the maps must also be submitted as part of the Final Plat application. The Final Plat shall be drawn in ink on tracing cloth, Mylar, or similar material, and shall be at a scale of one inch (1") to one hundred feet (100') or larger. The final plat shall show the following:
- (1) Date, title, name, and location map of subdivision.
  - (2) Street and street names, lots and lot numbers.
  - (3) Graphic scale and arrow or indicator.
  - (4) Monuments or pins unless waived pursuant to Section 602.
  - (5) Dimensions, angles, and/or bearings, and complete legal description of the property.
  - (6) Sufficient survey data to reproduce any line on the ground.
  - (7) Names of adjoining properties.
  - (8) Locations, dimensions, and purpose of any easements.
  - (9) Purpose for which sites are dedicated or reserved, and the transfer of ownership of the same.
  - (10) Certification by surveyor certifying to accuracy of survey and plat.

- (11) Certification by the County Treasurer that all assessed taxes for the current year have been paid in full.
- (12) Certification signed and acknowledged by all parties holding title or having any title interest in the land subdivided and consenting to the preparation and recording of the plat as submitted.
- (13) Location of street trees, size, and species.
- (14) Certificate certifying consideration of review by the Planning Commission and signature of the Chairman.
- (15) Certificate for approval by the Council and signatures of the Mayor and City Clerk.
- (16) Square footage of each lot.
- (17) All adjustments to front, rear and side yard setback requirements (See Section 1110 and 1110.5 of the City of Blair Zoning Requirements.)

403.04 SUPPLEMENTARY DATA REQUIRED: The final plat shall be accompanied by:

- (1) A guarantee pursuant to the provisions of Section 610.01 of these regulations.
- (2) Protective covenants (if any) in form for recording.
- (3) An operation and maintenance program pursuant to the provisions of Section 611 of these regulations.

403.05 PLANNING COMMISSION RECOMMENDATIONS: The Planning Commission shall approve or reject the final plat and prepare a recommendation to the City Council for approval or rejection. All reasons for recommending rejection shall be clearly stated.

403.06 NOTIFICATION OF ADJACENT LAND OWNERS: All persons which are the recorded title owners of land within three hundred (300) feet of any point along the perimeter of the land to be subdivided shall be notified in writing of the pending subdivision. The letter of notification shall be mailed to recipients no later than ten (10) days prior to the Planning Commission's Public Hearing. Adjacent land owners shall have ten days from the date of notification to notify the City Administrator of any protests which they may have concerning the application.

A "Subdivision Action Pending" sign will be posted on the front yard of the property under consideration for subdivision at least ten (10) days prior to the public hearings of the Planning Commission and City Council.

403.07 CITY COUNCIL REVIEW AND ACTION: After receipt and review of the Planning Commission's recommendations on the final plat the City Council shall hold a public hearing for the purpose of reviewing the final plat. The notice for the hearing shall be published at least ten (10) days before the hearing date. If rejected, the reason for rejection shall be listed and forwarded to the subdivider within ten (10) days.

Filing Date \_\_\_\_\_

Receipt Number \_\_\_\_\_

**SUBDIVISION PLAT APPLICATION**  
**FINAL PLAT**

Property Owner \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Engineer \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Zoning (Present/Proposed): \_\_\_\_\_ / \_\_\_\_\_

Name of Addition: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Current Use: \_\_\_\_\_

Utilities and Improvements:

Existing

Proposed

Sanitary Sewer \_\_\_\_\_

\_\_\_\_\_

Storm Drainage \_\_\_\_\_

\_\_\_\_\_

Water \_\_\_\_\_

\_\_\_\_\_

Paving \_\_\_\_\_

\_\_\_\_\_

Signature of Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

**PLANNING COMMISSION RECOMMENDATION:**

DATE OF NOTICE: \_\_\_\_\_

DATE OF PUBLIC HEARING: \_\_\_\_\_

VOTE: \_\_\_\_\_ TO \_\_\_\_\_ TO \_\_\_\_\_

**CITY COUNCIL ACTION:**

DATE OF PUBLIC HEARING: \_\_\_\_\_

VOTE: \_\_\_\_\_ TO \_\_\_\_\_ TO \_\_\_\_\_