

SHORT FORM FINAL PLAT COMPLETENESS CHECK REQUIREMENTS

The applicant is **required** to attend a Pre-development Meeting prior to the submittal of the application. Please contact the Planning Department to schedule the meeting by emailing sdunlop@cityofmanor.org.

SUBMITTALS ARE ONLY ACCEPTED ON SELECT DAYS. PLEASE REFER TO THE CITY OF MANOR SUBMITTAL CALENDAR FOR SUBMITTAL DATES AND DEADLINES.

Short Form Final Plats shall be provided and drawn on eighteen inch by twenty-four inch (18"x24") mylar sheets at a scale of one (1) inch equals one hundred feet (1"=100') with all dimensions labeled accurately to the nearest one tenth (1/10) of a foot. When more than one (1) sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at a scale of one (1) inch equals four hundred feet (1" = 400') shall be attached to the plat.

A SHORT FORM FINAL PLAT DOES NOT REQUIRE A CONCEPT PLAN, PRELIMINARY PLAT, OR CONSTRUCTION PLANS. This option may be utilized if the project meets the following conditions:

- No new public street is necessary for each lot to have access on to a public street.
- Each of the lots is contiguous with at least one other lot in the subdivision for a distance of at least 50 feet.
- No off-site improvements are necessary for utility service or drainage.
- No more than four (4) lots are involved.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE

- ___ 1. Completed application.
- ___ 2. Copy of existing deed restrictions or covenants.
- ___ 3. Copy of certified tax certificate showing all taxes have been paid.
- ___ 4. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of any utility easements shown on the plat and indicating the utility's intent to serve the property.
- ___ 5. Confirmation that a pre-development meeting was conducted.
- ___ 6. Developer shall include a copy of the approved application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.
- ___ 7. Labels for mail notifications, including the owner's name, address, deed or plat reference and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls.