



**VILLAGE OF POINT VENTURE
PLANNING AND ZONING COMMISSION
Checklist for Plat/RePlat**

Submitting for: New Plat ___ Amended Plat ___ Add'l Requirements ___

Date Submitted: _____

Property Owner Name: _____ Address: _____

Phones: _____ Cell: _____ Email: _____

Property Address: _____ Lot: _____ Sec: _____

CHECK ITEMS THAT ARE INCLUDED: (all items must be submitted for governing body sign off)

- ___ Plat/RePlat application enclosed
 - ___ Copy of original plat(s)
 - ___ Current survey (no more than 4 months old) by a Registered Surveyor indicating total acreage
 - ___ Copy of any/all utility easements released where applicable
 - ___ Proof of ownership/warranty deed
- Intended purpose for replat/amended plat request: describe below
- _____
- _____

PLAT DRAWING

- ___ Drawing orientation with north to the top of the drawing (or right if long and narrow)
 - ___ Plat boundary in heavy lines with measured bearings and distances tied to survey corners or intersections
 - ___ Abstract lines
 - ___ Building set back and survey lines
 - ___ Location of existing buildings (buildings outlines to be removed prior to final plat submittal)
 - ___ Locations of recorded easements - dashed line with recording information
 - ___ Property in floodplain
 - ___ Proposed new easements - dashed line
 - ___ Lines outside plat boundary should be dashed
 - ___ Existing or proposed streets
 - ___ Features that may influence the layout of development within 200 feet of the boundary
 - ___ All zoning designations of the site and within 200 feet of the site, if applicable shall be clearly noted and complied with accordingly
 - ___ All proposed public utility easements shall be included as required for utility companies or the City
 - ___ Spot elevations if applicable
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- ___ Lot number(s) on each lot -- sequential
 - ___ Lot width and depth per zoning district
 - ___ Lot width on radial lots
 - ___ Check existing street ROW widths
 - ___ Check the number of access points into the subdivision
 - ___ At all intersections a visibility triangle must be provided. Add visibility triangle note
 - ___ Street names must end in suffix (Drive, Road, Lane, Street, Boulevard, etc.)

FINAL

- ___ Certification, dedication and acknowledgement blocks of the owner, engineer, surveyor, Planning Commission Chair and Mayor, lien holder, fully signed, executed and appropriately sealed
- ___ A title page if the information is too large for a single sheet
- ___ General Plat Notes as appropriate
- ___ Corporations require two signatures, Limited Partnerships or Joint Ventures one
- ___ Owner's signatures and lien holders notarized
- ___ Copy certified tax receipt (property tax paid current)

Date received by Village Building Services: _____

Payment of application fee : _____ (date) _____ Check(s) #

Checked and submit for P&Z review: _____ (date)