



# FINAL PLAT CHECKLIST

**SUBMISSION DEADLINE:  
THIRTY (30) DAYS PRIOR TO NEXT MEETING**

(Planning Commission Meetings are held the 3<sup>rd</sup> Wednesday of each Month)

Project Name:

Date of Submission:

Project Location:

Type of application:

Existing use:

Proposed use:

Existing zoning:

Proposed zoning:

Tax map number:

Kent County:

Number of copies needed for submission: 5

PLUS:

Commission: X

Council:

Owner:

Officers of INC or LLC if Applicable:

Address:

Certificate of formation for INC or LLC if Applicable:

Surveyor/Engineer:

Address:

Phone number:

Outstanding fees on property \*

Existing violations at site\*

## Data Column Information Required

Total Dedicated Right-of-Way	Total Open Space
Proposed Building Type and Building Material	Total Lot Area
Total Storm water Management Area	Total Site Area
Land Use On Site (i.e. single family, multi, etc.)	Total Number of Proposed Lots
Building Material Type	Maximum Building Height
Setbacks Required (Front, Back, Side, Corner)	Minimum Lot Frontage

Horizontal Datum	Benchmark Description and Elevation
Vertical Datum	100 Year Flood Status (including FEMA, map panel number)
Required and Proposed Parking	Number of Dwelling Units Per Gross Acre
Developer Name, Address, Phone Number	Engineer/Surveyor Name, Address, Phone Number

**General Notes Must Include:**

Right of Way Dedication Note	Storm water Maintenance Note (short term and long term)
Open Space Management Responsibility Note	Note specifying any typical utility and/or drainage easements around the perimeter of lots
Boundary Surveyor Note (if different than Engineer/Surveyor of Record)	Wetlands Investigation Note (Where applicable)

**Plan Information Required**

Project Name	Owners Certification Statement
Engineer's/Surveyors Certification Statement	Town approval signature block (One Line each for Planning Commission Chairman and Planning Commission Member)
Camden Wyoming Sewer and Water Authority Signature Block	Legend (Including all existing and proposed line types and symbols)
Scale	North Arrow
Site Boundary with bearings and distances	Existing and Proposed Utility, Drainage, Access Easements
Bearings and Distances of irregular easements	Existing and proposed monuments
Line and Curve Tables	Owners names, Tax Parcel Numbers and Zoning of adjoining properties
Name, Right of Way width, County Number (where applicable) of bordering streets	Proposed Street Names
Proposed Lots, Lot Numbers and Lot Areas	Proposed Right of Way and Lot Boundary Bearings and Distances
Proposed Storm water Management Facility Location and Areas	Proposed Open Space Locations and Areas
Benchmark	Delineation Line for 100 Year Flood Plain (where applicable)

Delineation of Existing Wetlands (where applicable)	Existing Streams and Water Courses
All existing Structures (Buildings, Tanks, or other) located on the site	Archeological Sites
Marked or Unmarked Burial Sites	Proposed Right of Way widths

**REMARKS:**


**CONDITIONS:**


1)	*NO APPLICATION WILL BE ACCEPTED UNLESS ALL TAXES, ASSESSMENTS, WATER, SEWER, ELECTRIC, TRASH CHARGES OR ANY OTHER FEES DUE THE TOWN, ARE PAID AND IN GOOD STANDING.
2)	THE FINAL PLAT AND OTHER DOCUMENTS AS SPECIFIED IN ARTICLE 5 OF THE LAND SUBDIVISION REGULATIONS SHALL BE PREPARED BY THE SUBDIVIDER IN ACCORDANCE WITH THE GENERAL REQUIREMENTS AND DESIGN STANDARDS SPECIFIED IN ARTICLES 6 AND 7 OF THE LAND SUBDIVISION REQUIREMENTS AND SHALL BE SUBMITTED TO THE COMMISSION WITHIN TWELVE (12) MONTHS AFTER APPROVAL OF THE PRELIMINARY LAYOUT; OTHERWISE, SAID APPROVAL SHALL BECOME NULL AND VOID UNLESS AN EXTENSION OF TIME IS APPLIED FOR, AND GRANTED BY THE COMMISSION WITHIN THE SAID TWELVE (12) MONTH PERIOD.