

FINAL PLAT SUBMITTAL CHECKLIST & FLOWCHART

DEVELOPER / DEVELOPMENT: _____

PLAN COMMISSION MEETING DATE: _____

FEE PAID: _____

APPROVAL DATE: _____

| ITEM REQUIRED | # OF COPIES | WHO RECEIVES / NOTES | DATE SUBMT'D |
|---|--|--|---|
| Copies of: <input type="checkbox"/> Final Plat (with affidavit) <input type="checkbox"/> Letter of application (include use statement & zoning plans) <input type="checkbox"/> Cost Recovery Agreement | 5 min. req. (23 total) 3 large format + tabloid size | <input type="checkbox"/> Clerk (large) <input type="checkbox"/> Planner (traffic / density / parks / arch.) (1) <input type="checkbox"/> Engineer (public improvements) (large) <input type="checkbox"/> Zoning Administrator (large) <input type="checkbox"/> Police (Traffic) (1) <input type="checkbox"/> Fire Chief (1) <input type="checkbox"/> P.C. Members (7) <input type="checkbox"/> V.B. Members (7) | Due: 15 days before Plan Comm meeting date |
| Staff Final Approvals of Plat and Improvements Received | | <input type="checkbox"/> Clerk <input type="checkbox"/> Engineer | <input type="checkbox"/> Planner <input type="checkbox"/> Zoning Admin. |
| Irrevocable Letter of Credit – Approved and Signed | 2 | <input type="checkbox"/> Engineer | <input type="checkbox"/> Attorney <input type="checkbox"/> Clerk |
| Abstract of Title – Final (if not received) | 2 | <input type="checkbox"/> Clerk | <input type="checkbox"/> Attorney |
| Declaration of Restrictions <i>If required; Review only</i> | 9 | <input type="checkbox"/> Clerk <input type="checkbox"/> Planner <input type="checkbox"/> Engineer | <input type="checkbox"/> Attorney <input type="checkbox"/> P.C. |
| Final Subdivider's (Developer's) Agreement Submitted | 9 | <input type="checkbox"/> Clerk <input type="checkbox"/> Planner <input type="checkbox"/> Engineer | <input type="checkbox"/> Attorney <input type="checkbox"/> P.C. <input type="checkbox"/> Zoning Administrator |
| Developer's Agreement Staff Approval | | <input type="checkbox"/> Approved by Attorney | <input type="checkbox"/> Approved by Engineer |
| Plan Commission Plat Review and Recommendation | | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved | <input type="checkbox"/> Confirm date with Zoning Admin. <input type="checkbox"/> Notify Applicant of decision |
| Agreement Referred for Recommendation | 12 | Plan Commission | <input type="checkbox"/> Approve <input type="checkbox"/> Do not approve |
| Village Board Review of Plat and Agreement | | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved | <input type="checkbox"/> Notify Applicant of decision |
| Receive and File Minutes | | Clerk/Secretary of the Plan Comm | |
| Receive Signed Agreement | | | <input type="checkbox"/> Received |
| Record Final Plat with Register of Deeds *Requires DOA certificate, Clerk's | | <input type="checkbox"/> By Developer; must be done within 30 days of | <input type="checkbox"/> Clerk received copy of recorded plat |

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| signature, surveyor certificate (§ 236.21) | | approval by Village Board Ord. Ref: 16.12.040(d) | |
| Record Signed Agreement | | <input type="checkbox"/> Sent by Clerk: | <input type="checkbox"/> Received Final |
| Clerk submits registered final plat to: | | <input type="checkbox"/> Alliant Energy <input type="checkbox"/> Telephone Company <input type="checkbox"/> School District <input type="checkbox"/> Cable Company | <input type="checkbox"/> Other: <input type="checkbox"/> Attorney <input type="checkbox"/> Village Utility |
| Close Files on Plat and Agreement | | <input type="checkbox"/> Clerk | <input type="checkbox"/> Date: |
| Ordinance References: 16.12.020 (Preliminary Plat) and 16.20 (Improvements – Standards) | | | |
| Statutory Reference: 62.23 (7)(d) (Public Notice) | | | |

PLAN COMMISSION SUBMITTAL DEADLINES:

Due: 25 days before Plan Commission meeting date

| 2015 Plan Commission Dates | |
|----------------------------|--|
| January 12 | |
| February 9 | |
| March 9 | |
| April 13 | |
| May 11 | |
| June 8 | |
| July 13 | |
| August 10 | |
| September 14 | |
| October 12 | |
| November 9 | |
| December 14 | |