

LONG PLAT CHECKLIST

1. **Application and fees** _____ **Complete** **Incomplete**
If necessary, receipt of incomplete information _____

What is needed to complete application _____

2. **Decision Deadline DATE:** _____
(60 days from receipt of complete app.)

3. **Set Public Hearing for Planning Commission. DATE:** _____
(within 30 days of receipt of complete app.)

4. **Advertise Notice of Public Hearing with the TCH. DATE:** _____

5. **Get notices out to property owners within 300 ft of public hearing date.**
DATE: _____

6. **Maps and application sent** _____ **to the following:**

Comment Due Date: _____

Engineers (SCM) <input type="checkbox"/>	Verizon <input type="checkbox"/>
Benton REA <input type="checkbox"/>	Benton PUD <input type="checkbox"/>
USA Media <input type="checkbox"/>	Fire Dept <input type="checkbox"/>
Kiona Irrigation <input type="checkbox"/>	Benton Irrigation <input type="checkbox"/>
Other <input type="checkbox"/> _____	

7. **Recommendation from engineers** _____ **Approve** **Disapprove**

Necessary Changes sent to applicant and/or surveyor: _____

8. **Post Notice of Public Hearing. DATE:** _____
(two weeks prior to public hearing in the standard three (3) city locations.)

9. **Send recommendation from Planning Commission to Council. DATE:** _____
(next available council meeting)

10. **Set Public Hearing for Council to accept/conditionally accept/deny Preliminary Plat. DATE:** _____ (next available council meeting)

11. **Send letter to applicant notifying of Council action. DATE:** _____

12. Receive revised set of Preliminary “Final” Plat with recommended changes.
DATE: _____

13. Final Preliminary Plat Mylar received. DATE: _____

14. Sign off on Final Preliminary Plat Mylar. DATE: _____

15. Receipt of Recorded Final Plat. DATE: _____

Comments: _____

LONG PLAT - RESIDENTIAL SUBDIVISION

DATE: _____

APPLICANT'S NAME: _____ PHONE: _____

ADDRESS: _____

SURVEYOR'S NAME: _____ PHONE: _____

GENERAL DESCRIPTION/LOCATION OF PROPERTY: _____

TOTAL AREA INVOLVED: _____ NO. OF LOTS: _____

SITE WILL BE SERVED BY:

WATER: Well ____ Private System ____ City System ____

SEWER: Septic Tank ____ City Sewer ____

POWER: Yes ____ No ____ NAME OF UTILITY CO. _____

TELEPHONE: Yes ____ No ____ NAME OF UTILITY CO. _____

CABLE TV: Yes ____ No ____ NAME OF UTILITY CO. _____

IRRIGATION LINE DISTRICT: KIONA ____ BENTON ____

ARE THERE ANY RESTRICTIVE COVENANTS: Yes ____ No ____

[If yes, please attach list]

Any other comments or information which are significant: _____

I certify that the information given above is true and complete to the best of my knowledge.

Applicant's Signature

Please include the following when submitting a Long Plat:

- A. Original preliminary plat with one (1) reproducible copy of the proposed plat and twenty (20) copies.
- B. A recent Title Certificate.
- C. A completed Application Form.
- D. Ownership Report listing property owners within 300 ft. radius. (Done by Title Co.)

NOTE: Any additional engineering charges above the initial fee paid are the responsibility of the applicant.

Date Paid: _____	<i>For Office Use Only</i>	Receipt No: _____
Amount Paid: _____		Bars: 001.345.81.00

AFFECTED PROPERTY OWNERS MAY REQUEST A CHANGE IN VALUATION FOR PROPERTY TAX PURPOSES NOT WITHSTANDING ANY PROGRAM OF REVALUATION

FEES:

Application -- Fee. 17.16.080

- A. A preliminary plat application for each lot in the proposed preliminary plat is required. Said fee shall be for the processing of said application by City staff. Fees are set by the most current resolution entitled "City Fee Schedule."
- B. Prior to final plat approval the applicant shall pay all engineering fees for the cost of review of plans, specifications, inspection of improvement, construction and testing, and all other services deemed necessary and actually rendered to assist the applicant in meeting the conditions of this chapter as billed by the City Engineer. Estimated review fees and engineering fees shall be provided to the applicant prior to review to the extent practicable.
- C. The applicant shall assume the cost of required publications.
- D. The applicant shall assume any costs required by the recording of the approved final plat. (Ord. 623, April 4, 1995).

PLEASE INCLUDE THE FOLLOWING WHEN SUBMITTING A SHORT PLAT:

- A. Original and five (5) copies of short plat map.
- B. A recent Title Certificate. (Done by Title Co.)
- C. A completed Application Form.
- D. List of residence within 300 ft. radius

I have read and understand the fees and process associated with this application.

Applicant's Signature

Date

Witness

Date

For Office Use Only

Date Paid:	_____	Receipt No:	_____	Amount Paid:	_____
BARS:	001.345.81.00	LONG PLAT APPLICATION			
BARS:		PARK FEES			
BARS:	001.345.81.00	RE-SUBMITTAL FEES			

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