



# CITY OF BEL AIRE SUBMITTAL CHECKLIST

## FINAL PLAT

THIS FORM SHOULD BE USED BY THE DEVELOPER AS A GUIDE TO PREPARE AN APPLICATION

CODE	APPLICATION REQUIREMENTS	PROVIDED (YES) (NO) (N/A)	DATE IF DIFFERENT	PLANNER AGREE
15 COPIES 24"X32" SCALE 1" TO 100', PDF AND CAD COPIES, APPLICATION FORM				
	FEE \$200+\$5 LOT+ ENGINEERING			
5.25A	<b>AFTER THE PRELIMINARY PLAT/PUD HAS BEEN APPROVED A FINAL PLAT MAY BE PREPARED FOR APPROVAL CONTAINING PUD INFORMATION IF APPLICABLE AND THE FOLLOWING:</b>			
5.25 B	<b>PAGE SIZE FOR FINAL PLATS SHALL BE AS REQUIRED BY THE SEDGWICK COUNTY REGISTER OF DEEDS OFFICE. PAGE NUMBERING EXAMPLE.( SHEET 1 OF 3 SHEETS)</b>			
5.25C	<b>ACCURACY REQUIRED FOR TRAVERSE DATA; COORDINATE OF THE BOUNDARY CONTAIN ERROR OF CLOSURE, (SEE CODE SECTION); COMPUTATION OF ALL DISTANCES, ANGLES, COURSES SHOWN ON THE PLAT. ALL STAKES, MONUMENTS, OTHER EVIDENCE</b>			
5.25D 1	NORTH ARROW, SCALE, LEGEND, DATE PREPARED, PHYSICAL FEATURES WATERWAYS, ROADS, RAILROAD			
2	LEGAL DESCRIPTION, NAME OF SUBDIVISION, STREET NAMES BASED ON SYSTEM, BENCH MARK, VICINITY MAP			
3	REFERENCES TO GOVERNMENT CORNERS/ PREVIOUS SURVEYS /PLATS IN THE FOLLOWING MANNER: DISTANCE AND DIRECTION TO MONUMENTS; NEW MONUMENTS REQUIRED TO BE INSTALLED UPON APPROVAL, AND QUARTER SECTION			
4	TRACT BOUNDARY, BLOCK BOUNDARY, STREET AND OTHER RIGHT-OF WAY LINES W/ DISTANCES AND ANGLE AND/OR BEARINGS. LINES: CURVE, ANGLE, RADIUS- POINTS OF CURVATURE, LENGTH OF CURVE AND LENGTH OF INTERMEDIATE TANGENTS SHALL BE SHOWN			
5	(SEE CODE ) LOT LINES WITH DIMENSIONS; ALL EASEMENTS			
6	CALCULATION SHEETS CONTAINING THE LENGTH AND RADII OF ALL CURVED STREETS AND LOT LINES, BEARINGS, LENGTH OF ALL STRAIGHT STREETS AND LOT LINES, AND THE AREA, CORNER ELEVATION, TOP OF WALL, PAD HEIGHT OF EACH LOT			
7	BLOCK NUMBERS OR LETTERS THAT STAND OUT CONTINUING CONSECUTIVELY WITHOUT OMISSION OR DUPLICATION; LOT NUMBER START WITH 1 NUMBER CONSECUTIVELY			
8	LAND PARCELS TO BE DEDICATED FOR ANY PURPOSE			
9	BUILDING SETBACK LINES, ACCESS CONTROL, ZONE SCREENING/FENCING LOCATION AND EASEMENTS			
10	FLOODPLAIN LOCATION, ELEVATIONS, LOTS ABUTTING PAD HEIGHT MINIMUM AND CALCULATIONS			
11	CERTIFICATES OF OWNERSHIP, INTEREST, OR OTHER; CERTIFICATES IN ACKNOWLEDGMENT TO DEDICATIONS, PUBLIC USE, ENGINEERS AND SURVEYOR'S SEALS (SEE CODE)			
12	PLANNING COMMISSION, GOVERNING BODY, CITY OFFICIALS SIGNATURE BLOCKS, (SEE CODE)			
5.25E	<b>THE FOLLOWING ITEMS SHALL BE SUBMITTED IN SUPPORT OF THE APPLICATION:</b>			
1	A TITLE REPORT BY AN ABSTRACTING OR TITLE INSURANCE COMPANY OR AN QUAILFIED ATTORNEY			
2	EVIDENCE SHOWING ALL TAXES AND SPECIAL ASSESSMENTS DUE AND PAYABLE HAVE BEEN PAID			
3	A COPY OF THE APPROVED COVENANTS, DEEDS, RESTRICTION CAN BE ON THE FACE OF THE PLAT			
4	DOCUMENTATION OF THE PERMANENT RESPONSIBILITY FOR THE MAINTENANCE OF THE FENCE, TRACTS, RESERVES, EASEMENTS, ETC			
5	ASSURANCES OF ADEQUATE PUBLIC FACILITIES, PUD DOCUMENTS IF NOT CONTAINED ON THE PLAT, DEVELOPER'S AGREEMENT, PETITION FOR ANY CITY FUNDS			
5.25F	<b>FINAL PLAT / PUD FILED W/COUNTY FINAL TO BE FILED WITH CITY</b>			