



Project Name/Address: _____ Date: _____

FINAL PLAT CHECKLIST

Complete Final Plat Package Includes:

- This Final Plat Checklist Form
- Planning Commission Application
- 4 Copies of the Final Plat, 24"x36"
- 4 Reduced Copies of Final Plat, 11"x17"
- Electronic (PDF) Set of Final Plat

The following information **MUST** be included with all Final Plats submitted for review and processing in order to constitute a complete Final Plat Package. Incomplete applications will not be processed. All applicable requirements will be strictly enforced.

Please check the following items to ensure the plat has complied with the City of Louisville's Final Plat Requirements. These are the minimum requirements. All items must be checked unless an item is not applicable to this particular project; whereas, "N/A" should be written beside the box. Failure to include all applicable items will constitute an incomplete submittal.

Plat Requirements

- All sheets must be 24"x36". A larger sheet size must be approved prior to submittal.
- The drawing scale shall not be more than 100 ft to the inch. A Final Plat shall also be submitted on one set of sheets 8 ½ x 11 inches.
- Proposed name of the subdivision including the tract and original Lot number(s)
- Names, addresses, and phone numbers of owners, subdivider and construction team
- Scale, north point and date
- A location map at 1" = 2,000' (USGS) scale shall appear on the face of the map.

Notarized certification by the owner(s) of the subdivision that:

- There are no unpaid taxes, special assessments, or other encumbrances against the land contained in the plat.
- All areas on plat, except those as indicated as private, are freely offered, and shall be deemed to be dedicated for any public use authorized by law, when such use is approved by Louisville City Council in the public interest.
- The owner(s) will continue to maintain all areas as dedicated for public use until the offer of dedication is accepted by Louisville City Council.

The following information shall be indicated as subdivision features:

- Control points
- Labels
- Legal description of the existing and proposed parcels and depict existing and proposed lines and boundaries within the proposed subdivision and those adjoining of all lots and parcels and center lines and right of way lines of streets, sidewalks, site access roads, easements and other rights of way.

- Grading plan
- Location of existing and proposed changes or buffers for natural and artificial watercourses, streams and other waterways. Location of any land designated as a 100 year floodplain. Location of land occupied by regulated wetlands. Locations of existing or proposed wells, well sites and aquifer recharge areas.
- Subsurface conditions which may affect the subdivision.
- All soils by areas and their classification.
- Land parcels within the subdivision not to be divided into lots due to an existing conservation easement or similar legal limitation on the development of a parcel.
- Owners of adjoining unplatted land and for adjacent platted lots, refer to the subdivision plat by name, plat book and pages.
- Planned public improvements.
- Zoning districts and specific descriptions of permitted uses in specific areas of the development as well as specific development standards. Indicate existing and proposed locations and type of buildings, dwellings, shopping facilities, churches, industry, or other uses.
- Final designs of entry features, design guidelines (signage, lighting, landscaping)
- Land for public use (all parcels and streets which are to be dedicated or reserved for parks, playgrounds, public use, or easements.
- A chart which indicates total site data.
- The Declaration, Articles of Incorporation and either Bylaws or Code of Regulations, or any other final covenants.
- Existing and proposed utilities and utility easement plan.
- Special studies required (if additional information is necessary to make a decision).
- If a final plat is proposed for construction in phases, a construction schedule shall be specified for each phase.

The Engineering and Planning Departments will review the Final Plat. If there are any comments, the applicant will receive the comments by email and mail. Three copies of the revised Final Plat must be submitted with a response letter addressing each comment.

Cost of engineering reviews to be paid by: _____

Name & Address: _____

If applicable, does this Final Plat need to have an emergency clause? YES NO N/A

If yes, please state reason: _____

I do hereby attest that all above applicable items have been incorporated into the Final Plat. I understand that failure to include all applicable items will constitute an incomplete submittal, which in turn will not be processed.

Signature of Applicant

Date