



Washington County Planning and Parks Department

Subdivision Name:

Date:

Approving Authority Checklist for items necessary to submit Preliminary or Final Plats to the Planning and Parks Department for review and approval at the Planning, Conservation and Parks Committee.

When preliminary or final plats are submitted to the Planning and Parks Department for scheduling on an upcoming Planning, Conservation and Parks Committee agenda, there are various items that are mandatory for the review to proceed. When all of the following items are received and in the file, we will schedule the subdivision for review at an upcoming Planning, Conservation and Parks Committee meeting. **Other submittals may be required based on site specific issues.** *Submittal deadline for Subdivision Review at PCPC meetings is 10 business days prior to the Planning, Conservation and Parks Committee Meeting date.*

Items Necessary for Preliminary Plat Review

- Approval in writing from the Department of Administration. (Also Department of Natural Resources or Department of Transportation if appropriate).
- Fees in the amount of \$911.00 for preliminary plat review. An additional \$10.00 per lot and outlot will be charged for any lots in the shoreland district.
- Four (4) copies of the preliminary plat for the file.
- Comprehensive soil tests review letter for each lot prior to approval of the preliminary plat.
- Stormwater management final approval from the County Land and Water Conservation Division (depending on which governmental entity has jurisdiction).
- Approval Letter from the Municipality with Extraterritorial Jurisdiction.
- Approval Letter from County Highway Department if subdivision is adjacent to a County highway.
- Copies of any floodplain analysis (100yr floodplain cross-sections) or wetland assessment related to the proposal.

Items Necessary for Final Plat Review

- Approval in writing from the Department of Administration (Also Department of Natural Resources or Department of Transportation if appropriate).
- Fees in the amount of \$303.00 for final plat review. An additional \$10.00 per lot and outlot will be charged for any lots in the shoreland district.
- Check in the amount of \$50.00 made out separately to the Register of Deeds for the recording fee.
- Four (4) copies of the final plat for the file.
- Comprehensive soil tests final approval letter for each lot prior to approval of the final plat.
- Stormwater management approval from the County Land and Water Conservation Division (depending on which governmental entity has jurisdiction).
- Approval Letter from County Highway Department if subdivision is adjacent to a County highway.
- Final, recordable plat in the office with all signatures affixed except the County Planning, Conservation and Parks Committee (to include town review and approval; and any extraterritorial jurisdictions signatures).
**Note: Make sure that all names are also printed beneath the signature lines on the final plat.
The final plat needs be of the correct material for recording purposes at the Register of Deeds.*

Sample Signature Block follows:

Approval of the Washington County Planning, Conservation and Parks Committee:

This plat has been approved by the Washington County Planning, Conservation and Parks Committee. I have prepared it to comply with the provisions of Chapter 24 of the Washington County Code.

Dated this _____ day of _____ 2010.

Michael R. Miller, Chairperson

Gerald J. Schulz, Secretary