

TECHNICAL SUBDIVISION/PARTITION PLAT FINAL CHECK SHEET

| | YES | NO | N/A | RECHECK |
|---|-------|-------|-------|---------|
| 1. Fees Paid | _____ | _____ | _____ | _____ |
| 2. Ownership Verify sent _____/rec'd _____ Assessor.. (If a preliminary & names have changed, re-verify.) | _____ | _____ | _____ | _____ |
| 3. Consent affidavits (We must have the original consent affidavit & additional Clerk recording fees. Must have a place on the map for the Recorder's #)..... | _____ | _____ | _____ | _____ |
| 4. Copy to Planning _____ / redline rec'd _____.. Copy to Addressing _____ (only if Subdivision).. | _____ | _____ | _____ | _____ |
| 5. Plat Size Acceptable (18"x24") which includes a 1" border, drafting area is 16" X 22")..... | _____ | _____ | _____ | _____ |
| 6. Subdivision Name a duplicate?..... | _____ | _____ | _____ | _____ |
| 7. Title page for subdivisions, with 3 or more pgs..... | _____ | _____ | _____ | _____ |
| 8. Name of Subdivider or Partitioner..... | _____ | _____ | _____ | _____ |
| 9. *Declaration (dedications?) (notarized)..... | _____ | _____ | _____ | _____ |
| 10. Power of attorney? (Douglas Co. recording #)..... | _____ | _____ | _____ | _____ |
| 11. Tax Collector's Statement & Signature Line..... | _____ | _____ | _____ | _____ |
| 12. County Clerk Statement..... | _____ | _____ | _____ | _____ |
| 13. 2"x 4.5" space in upper <u>RIGHT</u> for Clerk's filed label.. | _____ | _____ | _____ | _____ |
| 14. Approvals: Planning Director (Both)..... Assessor (Subdivisions only)..... ALL 3 Commissioners (Subd & only IF IN CITIES) Surveyor (Both)..... | _____ | _____ | _____ | _____ |
| 15. Surveyor Name, PLS # with Stamp, Address & Exp. Date... | _____ | _____ | _____ | _____ |
| 16. North Arrow, Scale (Acceptable?), & Date..... | _____ | _____ | _____ | _____ |
| 17. Letter Size Minimum 0.10" (TEXT CONDENSED?)..... | _____ | _____ | _____ | _____ |
| 18. *Narrative..... | _____ | _____ | _____ | _____ |
| 19. Location (Township, Range, & ¼ Sec.)..... | _____ | _____ | _____ | _____ |
| 20. Street Dimensions..... | _____ | _____ | _____ | _____ |
| 21. Curve Information..... | _____ | _____ | _____ | _____ |
| 22. Acceptable Street Names..... | _____ | _____ | _____ | _____ |
| 23. * Certificate of Surveyor..... | _____ | _____ | _____ | _____ |
| 24. Map Boundary Lines vs. Written Desc (subd needs acres). | _____ | _____ | _____ | _____ |
| 25. Legend - (MUST BE SHOWN ON ALL PGS WITH MAP & MONUMENTS) Set I. <u>ROD</u> min. 5/8"x30" on exterior & 24" interior. | _____ | _____ | _____ | _____ |
| 26. Basis of Bearing..... | _____ | _____ | _____ | _____ |
| 27. Distance and course of all lines traced or established. | _____ | _____ | _____ | _____ |
| 28. Record GLO/BLM lines?..... | _____ | _____ | _____ | _____ |
| 29. Tie..... | _____ | _____ | _____ | _____ |
| 30. Perimeter and Lot/Parcel Closures..... | _____ | _____ | _____ | _____ |
| 31. Area (approx. for "UNSURVEYED" parcels)..... | _____ | _____ | _____ | _____ |
| 32. Lot/Parcel #'s consecutive (watch lot #'s on phases).. | _____ | _____ | _____ | _____ |
| 33. Flood Plain monument (Level notes/map to Terrie)..... | _____ | _____ | _____ | _____ |
| 34. Compare/Overlay the final map w/the last check copy.... | _____ | _____ | _____ | _____ |
| 35. *Covenants (Subd) to be recorded? (If not, verify) | _____ | _____ | _____ | _____ |
| 36. Public Utility Easement Statement (if necessary)..... | _____ | _____ | _____ | _____ |
| 37. If Post-Monumented subdivision, does it have: post-mon. statement?..... post-mon. legend symbol?..... post-mon. deposit paid?..... | _____ | _____ | _____ | _____ |

* See back for details: #9, #18, #23, and #35

DETAILS:

YES

NO

9. Declaration includes:

| | | |
|--|--|--|
| Owner's declaration | | |
| Any dedication of land to public declared | | |
| If declarant is not fee owner, other declarants included | | |
| If required is holder of any mortgage included | | |
| Notary signature area is correct | | |
| If a Consent Affidavit is used, we have the original consent affidavit, additional Clerk recording fees, and there is a place on the map for the Recorder's number | | |

18. Narrative

| | | |
|---|--|--|
| The narrative clearly states the purpose of the survey | | |
| The narrative clearly states how the boundaries were determined | | |

23. Surveyor's certificate

| | | |
|---|--|--|
| Certificate includes a metes and bounds description that matches the boundary lines on the map and includes acreage | | |
| If other than metes and bounds, does County Surveyor approve? | | |
| If Partition plat has unsurveyed parcel, does it so state? | | |

35. Covenants

| | | |
|---|--|--|
| Are there covenants to be recorded? It is preferred to record the covenants at the same time as the subdivision. | | |
| Line for Instrument Number? | | |
| Fees for recording the covenants? | | |