



# FINAL PLAT APPLICATION

Office use only (rev101314)	Date Plat Submitted:
Application Number: SDF-	Date Project Presented:
Name of Preliminary Plat:	Date Approved:

*Legibly print or type responses to each item below. Indicate N/A or an "X" where item is not applicable.*

<b>Name of Subdivision:</b>	<b>Number of Lots:</b>
	<b>Total Acres:</b>
<b>General Location:</b>	<b>Inside of Corporate Limits?</b>
	<b>YES/NO</b>
<b>Name of Owner/Developer:</b>	<input type="checkbox"/> Original Owner as in Preliminary approval <input type="checkbox"/> New Owner since Preliminary approval

**\*If an LLC or LLP, provide name of Registered Member or Agent:**

<b>Name of Professional Engineer:</b>	<b>License #:</b>
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- All site work associated with this subdivision should be complete upon submission of this application; however, if at least 90% is complete, then a surety (150% of cost estimate), itemized list and cost estimate for remaining work as certified by the professional engineer may be presented with the application.

Is work 100% complete? **YES/NO. If NO, complete page 2 of this application.**

- Final inspection should be held prior to the submission of this application; however, *failure to hold the final inspection 5 calendar days after the current application deadline (exceptions will be made for city holidays) will render the application incomplete.* The application will not be scheduled on the Planning Commission agenda and supplemental material will be returned to the applicant or agent.

**Date of Final Inspection:** \_\_\_\_\_

- I hereby certify that all the improvements are in accordance with the approved preliminary plat design and construction plans for said subdivision.

***Professional Engineer's signature:***

**Date:**

<b>Name of Landscape Architect:</b>	<b>License #:</b>
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- I hereby certify that the landscaping installation is complete and in accordance with the design provided with the landscape plans submitted with the preliminary plat for said subdivision.

***Landscape Architect's signature:***

**Date:**

The undersigned acknowledges that all information submitted is true and accurate.

**Applicant/Authorized Agent's Signature:**

**Date:**



**FINANCIAL GUARANTEE OF PERFORMANCE  
IN LIEU OF FULL INSTALLATION OF MINIMUM IMPROVEMENTS**

**17-4 FINAL PLAT APPLICATION OF THE DAPHNE LAND USE & DEVELOPMENT ORDINANCE**

(a) Financial Guarantee of Performance in Lieu of Full Installation of Minimum Improvements:

The subdivider shall be responsible for the full installation of all required minimum improvements in the proposed subdivision prior to the submission of a final plat application to the Planning Commission or after no less than ninety percent (90%) of the minimum improvements have been installed, the subdivider may issue a financial guarantee with surety to the City of Daphne that the remaining minimum improvements shall be completed.

As such, one (1) or more of the following may be accepted as financial guarantee with surety payable to the City of Daphne: a letter of credit or certified check from an Alabama lending institution in an amount not to exceed one hundred and fifty percent (150%) of the cost of the required improvements remaining.

A cost estimate for any remaining civil improvements shall be certified and submitted by the design engineer with the application for final plat approval; a cost estimate of any remaining landscaping improvements must be certified and submitted by the professional landscape architect with the application for final plat review and the financial guarantee.

**ITEMIZATION OF REMAINING WORK AND COST ESTIMATES**

ITEMIZATION OF REMAINING WORK	COST ESTIMATE (\$)	150% OF ESTIMATE (\$)
<b>TOTAL</b>	\$	\$
<b>TYPE OF SURETY PROVIDED HEREWITH</b>	<input type="checkbox"/> A LETTER OF CREDIT OR <input type="checkbox"/> CERTIFIED CHECK FROM AN ALABAMA LENDING INSTITUTION	<b>ENGINEER'S STAMP</b>

## FINAL PLAT CHECKLIST

In order to file an application for final plat review, the following items must be submitted. Use this page as a checklist to ensure that all appropriate information is provided. A transmittal letter shall also be provided.

- Recorded warranty deed of the subject property (proof of ownership of the property).
- Original final plat application signed by the owner or authorized agent/representative, the engineer and landscape architect.
- Original letter of authorization signed by the owner (not applicable if owner is filing the application or if owner and agent are the same as provided in Preliminary Plat application).
- Fee in the amount of [\$250.00 plus \$20 per lot]—check payable to “The City of Daphne.”
- Restrictive Covenants (or proposed amendments to original covenants if applicable). This document should be in a form ready for recording in Probate Records. A draft is unacceptable.
- Owner’s Indemnification and Maintenance Agreement Form for Detention Facilities and Common Areas.
- Certification of Engineering Design and Construction Form.
- Signed Final Plat Supplemental Documentation List.
- Final Plat and As-built drawings (see Plan Delivery Statement on following page).
- Certified cost estimate for incomplete work and financial surety for said work (150% of cost estimate).
- Inspection reports from each applicable city reviewer and utility provider. [Check if final inspection letter is provided with application/transmittal].
  - Public Works Director
  - Site Containment Officer
  - Fire Marshal
  - Water Utility Provider
  - Gas Utility Provider
  - Sewer Utility Provider
  - Electricity Utility Provider
- Baldwin County Highway Department inspection letter (if located in the Extraterritorial Jurisdiction).
- Optional: Petition for Street Acceptance and 2 year maintenance surety. *Petition will be processed after final plat is recorded.*

**Plan Delivery Statement (*Agent, initial the appropriate response(s)*):**

\_\_\_\_\_ I have delivered material to all applicable city reviewers and appropriate utility companies.

\_\_\_\_\_ I hereby request that Community Development deliver plans and documents to city reviewers via inter-office mail. Each of the items required below (or as specified by the individual) has been submitted. A transmittal letter with my contact information has also been provided for each reviewer.

\_\_\_\_\_ I understand that it is my responsibility to follow up with city reviewers to verify receipt of the plans delivered by Community Development and to contact appropriate utility companies in regard to this project.

Submittal Material	Community Development	Public Works Director
Plat	X	X
As-Built Drawings (All) 24x36 Paper Copy	X	X
Electronic Copy On Cd	X	
Test Reports	X	X
Recorded Plat & Restrictive Covenants (Upon Project Completion)	X	

- **All additional plan sets and/or CAD/TIFF files must be delivered to all respective utility providers no later than the application deadline.**
- *As-built drawings* compatible with Arc Info 9.3: Projected Coordinate System: NAD\_1983\_Stateplane\_Alabama\_West\_Fips\_0102\_feet must be submitted to Community Development.
- **Failure to deliver the plans may cause postponement until a later Planning Commission meeting.**

**All plans should be delivered on the deadline or before. LATE APPLICATIONS SHALL NOT BE ACCEPTED. PARTIAL APPLICATIONS WILL NOT BE PROCESSED.**

Submitted by: \_\_\_\_\_  
Owner or Authorized Agent

Received by: \_\_\_\_\_  
Planning Coordinator

## **ADDITIONAL INFORMATION & CLARIFICATIONS**

- ✓ All plans should be delivered on the deadline or before. LATE APPLICATIONS SHALL NOT BE ACCEPTED. PARTIAL APPLICATIONS WILL NOT BE PROCESSED.
- ✓ Final plat application must be the originally typed and signed document. No fax copies please.
- ✓ Final inspection should be held prior to the submission of this application, however, *failure to hold the final inspection 5 calendar days after the current application deadline will render the application incomplete.* The application will not be scheduled on the Planning Commission agenda and supplemental material will be returned to the applicant or agent.
- ✓ To schedule the final inspection contact Jan Vallecillo, Planning Coordinator.
- ✓ The Letter of Authorization should be submitted if property is under new ownership since initial preliminary plat approval. The letter must be signed by all owners (grantees) listed on the deed. For example, if John Doe and Joe Doe own the property, then both names must be either on the application or both names must be signed on the Letter of Authorization granting the agent the right to sign the application and related documents. If property is owned by multiple owners, each owner must grant authorization to the appointed agent.
- ✓ Articles of Incorporation if property is under new ownership since initial preliminary plat approval (applicable only if the property is owned by a company) or suitable documentation which lists the name of the individual legally authorized to represent that particular company and to sign the application.
- ✓ A recorded warranty deed or circuit clerk's deed must be provided for each parcel within the proposed development.
- ✓ Signatures are required in several places. Make sure that all forms are completed and signed by the appropriate individuals.
- ✓ An electronic copy of all as-built construction drawings must be submitted to Community Development. As-built drawings must be signed by the engineer and shall be compatible with Arc Info 9.3: Projected Coordinate System:  
NAD\_1983\_Stateplane\_Alabama\_West\_Fips\_0102\_feet.
- ✓ All additional plan sets and/or CAD/TIFF files must be delivered to all respective utility providers no later than the application deadline.
- ✓ Failure to deliver the plans may cause postponement until a later Planning Commission meeting.