

17-109611-40

Sub 07-13A2

Final Plat (Mylar) Review Checklist – Case No: Replat of North Star

- 1) Upon receipt of a final plat from City Surveyor, make sure all pages of the plat are included. Check to make sure that all necessary signatures are provided on the plat -- property owner's notarized signature, City Surveyor. (The Planning Administrator or designee is the last City employee to sign.)
- 2) Find applicable land use decision(s) related to the subject property (paper files and/or AMANDA folder).
- 3) Review conditions of approval and tentative plan.
- 4) Check to make sure that the plat provided is in substantial conformance with the approved tentative plan, and that all applicable conditions of approval are complete. (The Case Manager and Public Works have already reviewed the paper copy of the plat and worked out issues with the surveyor; by the time we receive the mylar, the City Surveyor has signed off that all issues have been resolved and all applicable conditions are complete.)
 - a. In the unlikely event that the plat is not in substantial conformance or conditions of approval are not met, 1) review with City Surveyor, 2) contact Case Manager for clarification.
- 5) Place the final plat on the Planning Administrator's desk for final signature.
- 6) If the Planning Administrator is not present when you leave the plat on the desk, send Planning Administrator an email stating that final plat is ready for signature.
- 7) Planning Administrator will send an email when signature is complete.
- 8) Verify signature is in correct location.
- 9) Make two copies of the signed plat with the Public Works large-format copier, following the instructions available in the copier area – user code 230.
- 10) Make two copies of any other documents that must be recorded.
- 11) If a paper land use decision folder is available, place the first set of copies in the case folder; if no paper file for the land use decision is available, give the first copy of the mylar to Alan Kessler to scan, then attach the scanned copy of the mylar and scanned copies of the other documents in the AMANDA folder.
- 12) Update final plat excel lists for tracking final plats (G:\CD\PLANNING\Final Plat\Final Plat List and G:\CD\PLANNING\Final Plat\FinalPlat-Numerical Order).
- 13) Use a rubber band to attach a note to the plat which includes the case file number, surveyor's name, and surveyor's phone number. Do not stick post-it notes on the mylar.
- 14) Call surveyor to let him or her know that the plat is ready for pick-up at the Planners' Desk.
- 15) Email Jon Yamashita, William Kuenzi, Maria Delaney, Jason Valyou, and the Public Works project manager (see PL folder in AMANDA) to notify them that the mylar is signed and ready for the surveyor to pick up at the Planners' Desk.
- 16) Send Jason Valyou (Public Works / Engineering at Salmon Run) the second set of copies in the interoffice mail.
- 17) Completed: 3.19.19 (date) by SALLY LONG

Updated 2/8/2019 by Sally Long and Pamela Cole

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