

## REPLAT Submittal Checklist

**ARTICLE 7** of the Subdivision Resolution requires the following items. To ensure that the submittal is complete, these items, at a minimum, must be submitted.

**REQUIRED ITEMS:** Please check off each item, put documents in order, place this form in front and submit to the Planning Services:

- Presubmittal Review. *completed PS 2019-276 (follow-up meeting on 12/27/19)*
- Completed Land Use Application.
- Written narrative describing the request.
- Application fee, payable to Douglas County. *\$700 → letter to request fee be waived*
- Copy of a title policy or commitment with an effective date no more than 30 days prior to the submittal date. *Warranty Deed, O&E Report and old title policies will not be accepted.*
- N/A*  Notarized letter of authorization from the landowner for all representatives. *If the landowner has no representative this item is not applicable.*
- NA*  ~~Plat exhibit (per section 707).~~ *Staff will prepare an approval certificate for the replat*
- Courtesy notice of an application in process will be provided to adjacent property owners. Please provide letter-sized stamped, addressed envelopes to all abutting property owners. Include the map and list of those property owners from which you prepared the envelopes. Include the date on which the address information was compiled from the Douglas County Assessor web site.
- NA*  ~~Development Report (as required): (per section 708)~~
  - Phase III Drainage Report.
  - Final road construction plans.
  - Printed copy of the closure calculations.
  - Traffic Impact Analysis.
  - A Sound Study (if abutting major regional arterial highway).
  - Depict on 24"x 36" sheet of paper the 100-year floodplains, existing and proposed waterways, all potential hazard areas, and topography.
- NA*  ~~Any additional information deemed necessary to review the request.~~

*provide HOA letter, if possible*