

# ∞ COMPLETENESS CHECK REVIEW GUIDELINES ∞

## Amended Plat/Resubdivision

### Subdivision Review

- Proof of Ownership
- Copies of correct deeds
- All owners' signatures
- If site already developed, ask for As-Built Survey OR note to applicant that any approved site plan will need to be corrected/revise to match new lot configuration.
- Tax Certificates
  1. Indicating taxes paid up
  2. Covering property in its entirety (total acreage)
- Lots meet zoning regulations or zoning application in house
- Tax Plats Current
- Jurisdiction
- Chapter 245 Determination
- Previous Recorded Plat (if proposing amended plat or resubdivision)
- If in correct application (amended/resub/final...etc.)

### AWU Water System Checklist

- All residential subdivisions in the City's full purpose jurisdiction utilizing a flag lot design must submit a driveway plan and a utility plan for review and approval with the final plat. Please provide a planimetric view (recommended scale 1" to 20 feet with north arrow) of the area of the tap and meter/City clean out to include all utilities (underground and surface structures) and appurtenances, driveways, aprons, water or wastewater line size and material, private utility lines, and all structures including but not limited to paving, sidewalks, retaining walls, driveways, etc., landscape areas, and trees.

### Environmental Review

- Identify variances - 25-8-41, 42, 43
- Tree protection plan – 25-8-604
- Tree Survey for trees over 8" - 25-8-604
- Critical Environmental Features identified – 25-8-281
- All trenching in the Recharge Zone that is greater than (5') five feet deep requires inspection by a geologist, per the Void and Water Flow Mitigation Rule
- Environmental Resource Inventory (if required by code) – 25-8-121
  - Add the ERI if any of the following conditions exist:
    - Over the recharge zone
    - Over the contributing zone
    - With a gradient of more than 15%
    - In a floodplain
    - In a CWQZ
    - In a WQTZ
    - Appendix Q1Q2 25-8-62,63

*Please provide an ERI that meets the criteria described in LDC 25-8-121 to 125 and ECM 1.3.0*

- Engineer's report - Application
- Plat notes – ECM Appendix P
- Watershed status and standard notes - Application
- Restrictive covenants - Application

DISCLAIMER: Due to the variety of applications and regulations being addressed during the completeness check review process, additional information may be required depending on the specifics of each application.