



Final Development Plan "FDP"

Submittal Requirements

Project:

Pre-Application Meeting Date:

Applicants in Attendance:

Town Staff in Attendance:

First Submittal

Required by Town	Item	Quan	Comments
	Application Notebook	5	1 original, 4 copies
	Table of Contents	5	1 original, 4 copies
	Vicinity Map	5	For staff review
	Cost Agreement (Exhibit G)	7	1 original, 6 copies
	Development Application (Exhibit H)	5	1 original, 4 copies
	Fiscal Impact Analysis (Exhibit K)	5	For staff review
	Water Rights Questionnaire (Exhibit L)	5	For staff review
	Environmental Assessment	5	For staff review
	Legal Description / Lot Closures	5	For staff review
	Mineral Estate Owners List	5	For staff review
	Owners of Interest List	5	For staff review
	Surrounding Property Owners List	5	For staff review
	Tax Certificate	5	For staff review
	Title Commitment	5	For staff review
	Traffic Impact Study	5	For staff review
	Water Service Calculations	5	For staff review
	Water Dedication Documentation	5	For staff review
	Soils Report	5	For staff review
	Drainage Report	5	For staff review
	Hydraulic Analysis	5	For staff review
	Mine Subsidence Report	5	For staff review
	CD containing entire submittal	5	For staff review
	Empty 3-Ring Notebook	1	To Planning Coordinator
	Map Sheet Documents		
	FDP Text and Map Sheet Sets (full size paper)	5	Place in or clip to each Notebook
	Other Documents		
	Final Plat	5	See Final Plat Submittal Requirements
	Final Utility Plans	5	See Final Utility Plan Submittal Requirements

Notes

- 1 Notebook submittal includes a hard copy of all documents and sheet sets with one notebook labeled "Original" containing all original documents. A CD of all documents shall also be included.
- 2 All submittals and resubmittals shall be submitted to the Planning Coordinator. A copy will be provided to the Public Works Director, Town Attorney, Town Engineer & Town Planner.
- 3 If processing 2 or more types of applications concurrently, duplication of submittal items is not necessary.



Final Development Plan "FDP"

Submittal Requirements

Project:

Second Submittal

Required by Town	Item	Quan	Comments
	Applicant Response Comments	5	For staff review
	CD of revised complete application	14	For P&Z, in-house referrals & staff review
	Electronic Word version of FDP text (include on CD)	5	For staff review
	Hard copy of any requested reports or documents	5	For staff review
	Hard copy of Revised Reports	2	For staff review
	Staff Redline Reports and Drawings	All	
	Map Sheet Documents		
	Revised FDP Text and Map Sheet Sets (full size pa	13	For P&Z & staff review
	Other Documents		
	Affidavit of Mailing-Referral Agencies (Exhibit X)	1	1 original
	Revised Final Plat	5	See Final Plat Submittal Requirements
	Revised Final Utility Plans	5	See Final Utility Plan Submittal Requirements

Notes

- 1 All submittals and resubmittals shall be submitted to the Planning Coordinator. A copy will be provided to the Public Works Director, Town Attorney, Town Engineer & Town Planner.
- 2 Referral Agency mailing shall include CD of sheet sets (plat, map, development plan), Town Application Form and a Vicinity Map to all noted Referral Agencies. (Fire District needs full size paper map set)
- 3 CD shall include individual electronic files of entire Application Notebook with files clearly labeled so that they are easy to identify.



Final Development Plan "FDP"

Submittal Requirements

Project:

Third Submittal

Required by Town	Item	Quan	Comments
	Applicant Response Comments	5	For staff review
	CD of revised complete application	13	For Town Board & staff review
	Hard copy of any requested reports or documents	5	For staff review
	Hard copy of Revised Reports	2	For staff review
	Staff Redline Reports and Drawings	All	
	Map Sheet Documents		
	Revised FDP Text and Map Sheet Sets (full size pa	5	For staff review
	Other Documents		
	Revised Final Plat	5	See Final Plat Submittal Requirements
	Revised Final Utility Plans	5	See Final Utility Plan Submittal Requirements

Notes

- 1 All submittals and resubmittals shall be submitted to the Planning Coordinator. A copy will be provided to the Public Works Director, Town Attorney, Town Engineer & Town Planner.
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Final Development Plan "FDP"

Submittal Requirements

Project:

Fourth (Final) Submittal Documents

Required by Town	Item	Quan	Comments
	Map Sheet Documents		
	Final Development Plan (mylar)	1	For recordation
	Other Documents		
	Updated Title Commitment	4	For mylar review
	Electronic Copy of all final documents	4	
	AutoCAD file of Final Utility Plans	2	
	Final Hard Copy of all Final Reports	2	
	Executed Development Agreement (Exhibit V)	2	Original for Town and Original for Applicant
	Revised Final Utility Plans Sheet Sets (stamp/sign)	3	See FUP Submittal Requirements
	Revised Final Utility Plans (mylar)	1	See FUP Submittal Requirements
	Revised Final Plat (mylar)	2	See FP Submittal Requirements

Notes

- 1 All submittals and resubmittals shall be submitted to the Planning Coordinator.

- 2 If Conditions of Approval have been imposed by the Board, submit five (5) paper copies to the Planning Coordinator for staff review prior to submitting mylars.



Final Plat "FP"

Submittal Requirements

Project:

Pre-Application Meeting Date:

Applicants in Attendance:

Town Staff in Attendance:

First Submittal

Required by Town	Item	Quan	Comments
	Application Notebook	5	1 original, 4 copies
	Table of Contents	5	1 original, 4 copies
	Vicinity Map	5	For staff review
	Cost Agreement (Exhibit G)	7	1 original, 6 copies
	Development Application (Exhibit H)	5	1 original, 4 copies
	Fiscal Impact Analysis (Exhibit K)	5	For staff review
	Water Rights Questionnaire (Exhibit L)	5	For staff review
	Environmental Assessment	5	For staff review
	Legal Description / Lot Closures	5	For staff review
	Mineral Estate Owners List	5	For staff review
	Owners of Interest List	5	For staff review
	Surrounding Property Owners List	5	For staff review
	Tax Certificate	5	For staff review
	Title Commitment	5	For staff review
	Traffic Impact Study	5	For staff review
	Soils Report	5	For staff review
	Drainage Report	5	For staff review
	Hydraulic Analysis	5	For staff review
	Mine Subsidence Report	5	For staff review
	CD containing entire submittal	5	For staff review
	Empty 3-Ring Notebook	1	To Planning Coordinator
	Map Sheet Documents		
	Final Plat (full size paper)	5	Place in or clip to each Notebook
	Other Documents		
	Final Development Plan	5	See FDP Submittal Requirements
	Final Utility Plans	5	See Final Utility Plan Submittal Requirements

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Final Plat "FP"

Submittal Requirements

Project:

Second Submittal

Required by Town	Item	Quan	Comments
	Applicant Response Comments	5	For staff review
	CD of revised complete application	14	For P&Z, in-house referrals & staff review
	Hard copy of any requested reports or documents	5	For staff review
	Hard copy of Revised Reports	2	For staff review
	Staff Redline Reports and Drawings	All	
	<i>Map Sheet Documents</i>		
	Revised Final Plat Sheet Sets (full size paper)	13	For P&Z & staff review
	<i>Other Documents</i>		
	Affidavit of Mailing-Referral Agencies (Exhibit X)	1	1 original
	Revised Final Development Plan	5	See FDP Submittal Requirements
	Revised Final Utility Plans	5	See Final Utility Plan Submittal Requirements

Notes

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- 3 CD shall include individual electronic files of entire Application Notebook with files clearly labeled so that they are easy to identify.



Final Plat "FP"

Submittal Requirements

Project:

Third Submittal

Required by Town	Item	Quan	Comments
	Applicant Response Comments	5	For staff review
	CD of revised complete application	13	For Town Board & staff review
	Hard copy of any requested reports or documents	5	For staff review
	Hard copy of Revised Reports	2	For staff review
	Staff Redline Reports and Drawings	All	
	<i>Map Sheet Documents</i>		
	Revised Final Plat Sheet Sets (full size paper)	5	For staff review
	<i>Other Documents</i>		
	Revised Final Development Plan	5	See FDP Submittal Requirements
	Revised Final Utility Plans	5	See Final Utility Plan Submittal Requirements

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Final Plat "FP"

Submittal Requirements

Project:

Fourth (Final) Submittal Documents

Required by Town	Item	Quan	Comments
	Map Sheet Documents		
	Final Plat (mylar)	2	For recordation
	Other Documents		
	Updated Title Commitment	4	For mylar review
	Electronic Copy of all final documents	4	
	AutoCAD file of Final Plat	4	
	Final Hard Copy of all Final Reports	2	
	Executed Development Agreement (Exhibit V)	2	Original for Town and Original for Applicant
	Revised Final Development Plan (mylar)	1	See FDP Submittal Requirements
	Revised Final Utility Plans Sheet Sets (stamp/sign)	3	See FUP Submittal Requirements
	Revised Final Utility Plans (mylar)	1	See FUP Submittal Requirements

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Final Utility Plans "FUP"

Submittal Requirements

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Town Staff in Attendance:

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	Tax Certificate	5	For staff review
	Title Commitment	5	For staff review
	Traffic Impact Study	5	For staff review
	Water Service Calculations	5	For staff review
	Soils Report	5	For staff review
	Drainage Report	5	For staff review
	Hydraulic Analysis	5	For staff review
	CD containing entire submittal	5	For staff review
	Empty 3-Ring Notebook	1	To Planning Coordinator
	Map Sheet Documents		
	Final Utility Plans (full size paper)	5	Place in or clip to each Notebook
	Other Documents		
	Final Development Plan	5	See FDP Submittal Requirements
	Final Plat	5	See FP Submittal Requirements

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Final Utility Plans "FUP"

Submittal Requirements

Project:

Second Submittal

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Final Utility Plans "FUP"

Submittal Requirements

Project:

Third (Final) Submittal Documents - to be submitted with Mylar Submittal

Required by Town	Item	Quan	Comments
	Map Sheet Documents		
	Revised Final Utility Plans Sheet Sets (stamp/sign)	3	Full size stamped & signed
	Revised Final Utility Plans Sheet Sets (mylar)	1	
	Other Documents		
	Updated Title Commitment	4	For mylar review
	Electronic Copy of all final documents	4	
	AutoCAD file of Final Utility Plans	2	
	Final Hard Copy of all Final Reports	2	
	Executed Development Agreement (Exhibit V)	2	Original for Town and Original for Applicant
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