



**City of West Point
Department of Planning**

Final Plat Checklist

Subdivision Name: _____

Review Date(s): _____

Department Review Committee Date(s): _____

Site Visit Date(s): _____

Application Submitted: _____

Review Fee: _____

Letter Requesting Review & Approval: _____

Property Zoning District(s): _____

Setbacks:	Lots(s) _____	Lot(s) _____	Lot(s) _____
	Frontage _____	Frontage _____	Frontage _____
	Front _____	Front _____	Front _____
	Sides _____	Sides _____	Sides _____
	Rear _____	Rear _____	Rear _____

Title Block

- _____ Subdivision Name
- _____ Property Owner(s) Name and Address
- _____ Developer Name and Address
- _____ Project Engineer Name and Address
- _____ Date of Preparation
- _____ North Arrow
- _____ Graphic and Written Scale [scale not more than one hundred (100) feet to one (1) inch]
- _____ Sheet Size [eighteen (18) inches by twenty-four (24) inches]

Vicinity Map _____

Certifications

- _____ Engineer’s or Surveyor’s Certificate
- _____ Owner’s Certificate
- _____ Secretary, Municipal Planning Board

Lotting Scheme

- _____ Exact locations, widths, and names of all streets and alleys within and immediately adjoining the plat
- _____ Location, Width and Purpose of all Easement Lines
- _____ Subdivision tract boundary lines to the nearest one-tenth (.10) foot and angles to nearest minute and closure not to exceed one to ten thousand (1:10,000)
- _____ Bearings and distances to nearest established street boundary
- _____ 3 Permanent monuments approved by the Secretary of the Planning Department

For Adjoining Property

- _____ Boundaries/ lot lines
- _____ Final plat names of subdivision and plat cabinet number/ owner’s name and deed book number’s

- _____ Street names
- _____ Street center lines showing angles of deflection, angles of intersections, radii, and lengths of tangents

Lotting Scheme continued

_____ **Location of Sidewalks (sidewalks are required on both sides of the street**
_____ **Location of Floodplain Areas and Floodway Elevations**
_____ **Floodplain Note, referenced to FEMA**
_____ **Finished Floor Elevation [three (3) feet above flood elevation] for Each Lot**
_____ **Location of any Proposed Storm Water Retention Basin and/or Stream Relocation**

_____ **Lots numbered in numerical order (based on preliminary plat)**
_____ **Lo Areas (area of each lot, in acres or square feet, to at least four (4) significant**
_____ **figures**
_____ **Location, description and material of all permanent control monuments**
_____ **Property intended for public use or dedication and for common use of property**
_____ **owners**
_____ **Front yard setbacks**
_____ **Side yard setbacks**
_____ **Rear yard setbacks**
_____ **Landscape and Stream Buffers shown**

_____ **Municipal, County, Land Lot Lines**
_____ **Tax map, block and parcel number**

Notes

_____ **Private Covenants (identified on plat or identified by attached document)**
_____ **Amendment Note (if applicable)**
_____ **Acreage in Single-Family Lots**

Comments:
