



# Major Subdivision – Final Plat

## Application and Checklist

### Checklist for All Applications

A complete final plat application shall include the following information. Please initial to signify that the requested information has been provided.

	Applicant Initials	Staff Initials
<b>A copy of this Application Checklist</b> , completed by the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
<b>A completed and signed Application Form</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Letters of Agency</b> for all applications where the applicant is not the owner of the subject property	<input type="checkbox"/>	<input type="checkbox"/>
<b>Payment</b> of the required fee (see the Fee Schedule in Appendix <> of the Procedures Manual)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Final Plat</b> Multiple sheets may be required. Please see page 3 below for required content.	2 copies: min. 24 x 36 inches or 1 digital copy (pdf format) <input type="checkbox"/>	<input type="checkbox"/>
<b>As-Built Drawings</b> Multiple sheets may be required. Please see page 3 below for required content.	2 copy: min. 24 x 36 inches or 1 digital copy (pdf format) <input type="checkbox"/>	<input type="checkbox"/>



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### 1. Applicant Information

Name	
Company (if applicable)	
Address (street, city, state, zip)	
Phone	Email

### 2. Property Information

Address		
Tax Map Reference Number(s)		
Current use	Proposed use	
Current zoning	Number of lots	Total acreage

### 3. Property Ownership

Does the applicant own the property?  Yes  No

If the applicant does not own the property, complete the **Letter of Agency** for each property owner that authorizes the applicant to submit this application on the property owner’s behalf.

### 4. Approved Preliminary Plat

Please provide the case number of the approved preliminary plat related to this application:

### 5. Site Improvements

Have all site improvements shown on the preliminary plat been completed and proper dedications completed? If no, a surety bond in an amount covering the value of the uncompleted site improvements must be given to and accepted by the City Engineer before the final plat may be approved. See Sec. 17-6.3(b) of the UDO.

<i>For staff use only</i>	
Date received (M/D/Y): _____/_____/_____	By: _____



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### 6. Additional Submission Requirements

#### Final Plat and As-Built Drawings

The final plat shall substantially conform with the approved preliminary plat. The final plat and as-built drawings shall contain the following:

	Applicant	Staff
Name of subdivision, and name and address of the fee simple title holder conveying the improvements to the city	<input type="checkbox"/>	<input type="checkbox"/>
Marked “Final Plat” in the title block (for the final plat)	<input type="checkbox"/>	<input type="checkbox"/>
The final plat shall conform substantially to the approved preliminary plat	<input type="checkbox"/>	<input type="checkbox"/>
Marked “As-Built” in the title block (for the as-built drawings)	<input type="checkbox"/>	<input type="checkbox"/>
The as-built drawings shall conform substantially to the approved construction plans	<input type="checkbox"/>	<input type="checkbox"/>
Name of subdivision, and name and address of the fee simple title holder conveying the improvements to the city	<input type="checkbox"/>	<input type="checkbox"/>
Graphic scale, north point and date. The north point shall be identified as magnetic, true or grid north	<input type="checkbox"/>	<input type="checkbox"/>
Vicinity map, at a scale of one inch equals 1,000 feet, showing the relationship of the subdivision to the surrounding area.	<input type="checkbox"/>	<input type="checkbox"/>
Scale of no smaller than one inch equals 100 feet	<input type="checkbox"/>	<input type="checkbox"/>
Street names, lot numbers, and block numbers	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every road right-of-way line, subdivision boundary line, lot line and block line, whether curved or straight	<input type="checkbox"/>	<input type="checkbox"/>
All dimensions to the nearest one-tenth of a foot, and angles to the nearest minute	<input type="checkbox"/>	<input type="checkbox"/>
Location and descriptions of monuments	<input type="checkbox"/>	<input type="checkbox"/>
All rights-of-way, easements and areas to be dedicated to public use, with the purpose of each stated	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient data to determine and reproduce on the ground the location of all valves, fire hydrants, individual service lines and other appurtenances on water systems. Similar data for sanitary sewer lines, manholes, wyes, etc., shall be shown. Where utility lines run through easements or rights-of-way, their location in relation to easement lines must be shown. Location data shall be referenced to stable physical features such as curb corners, building corners, property corners, etc. Construction station numbers will not be used as references.	<input type="checkbox"/>	<input type="checkbox"/>
Tax map reference numbers and zoning	<input type="checkbox"/>	<input type="checkbox"/>



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The final as-built drawings shall contain the following certification signed by the Registered Engineer who is responsible for the final as-built drawings:

I hereby certify that the streets, storm drainage system, sanitary sewer system and water system in [Name of Subdivision] subdivision as shown on the plat dated [Date of Plat], prepared by [Name of Registered Engineer who prepared the Plat], have been installed in accordance with the preliminary plat (construction drawings) approved

\_\_\_\_\_.

[Date] \_\_\_\_\_

[Signed] \_\_\_\_\_  
Registered Engineer, State of South Carolina

The final plat shall contain the following certification signed by the Registered Land Surveyor who is responsible for the final plat:

I hereby certify that the plan shown and described herein is a true and correct survey to the accuracy required by the City of Columbia Subdivision Regulations and the monuments shown have been placed to the specifications set forth in those regulations.

[Date] \_\_\_\_\_

Registration Number: \_\_\_\_\_

[Signed] \_\_\_\_\_  
Registered Land Surveyor

### Surety Bond

A surety bond shall be provided, if applicable. See Sec. 17-6.3(b) of the UDO.

### 7. Signature

Signature of Applicant	
Print Name	Date