



## FINAL SUBDIVISION SUBMITTAL CHECKLIST

Name of Project:

Name of person completing this checklist:

### Notes to applicant:

1. The requirements for the final subdivision review and approval is included in Article 503 of the Liberty County Unified Development Ordinance. This checklist is to be used as a minimum guideline of the requirements for final subdivision review, as applicable, and shall be included in the initial submittal for final plat approval. Other documents or information may be required.
2. In an effort to streamline the final plat process, a recommendation from the Planning Commission is no longer needed. **HOWEVER, all the requirements below shall be satisfactorily completed prior to a plat being considered by the governing authority.**
3. All letters of credit shall be submitted prior to a final plat being heard by the governing authority.
4. Review of the required submittals takes time and if any revisions are needed, resubmittal and re-review also takes time. Additionally, a presentation of the final plat needs to be prepared and all governing authorities require submittal of the presentation 5-7 days before the scheduled meeting. **Please plan accordingly.**

### Application and fees

- Letter of transmittal
- General engineering review application
- LCPC fee calculator
- Check for final plat review fee
- Check for final engineering and inspection fee

### Plat and record drawings

- Final plat       *paper (one set)*       *pdf*
- Record drawings       *paper (one set)*       *pdf*
- Engineer's certification

### Deeds for Dedications (if applicable)

- Deed for all streets being dedicated to the City
- Deed for all tracts being dedicated to the City (i.e. for pump stations, parks, etc.)

