



# 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)	5	1 original, 4 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
	<b>Map Sheet Documents</b>		
	FDP Text and Map Sheet Sets (full size paper)	5	Place in or clip to each Notebook
	<b>Other Documents</b>		
	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	6	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	
	<b>Map Sheet Documents</b>		
	Revised FDP Text and Map Sheet Sets (full size pa	5	For P&Z & staff review
	<b>Other Documents</b>		
	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	6	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	
	<b>Map Sheet Documents</b>		
	Revised FDP Text and Map Sheet Sets (full size pa	5	For staff review
	<b>Other Documents</b>		
	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 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:**

**Fourth (Final) Submittal Documents**

Required by Town	Item	Quan	Comments
	<b>Map Sheet Documents</b>		
	Final Development Plan (mylar)	1	For recordation
	<b>Other Documents</b>		
	Updated Title Commitment	5	For mylar review
	Electronic Copy of all final documents	1	
	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	<i>Item</i>	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)	5	1 original, 4 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
	<b>Map Sheet Documents</b>		
	Final Plat (full size paper)	5	Place in or clip to each Notebook
	<b>Other Documents</b>		
	Final Development Plan	5	See FDP 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 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	6	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	
	<b><i>Map Sheet Documents</i></b>		
	Revised Final Plat Sheet Sets (full size paper)	5	For P&Z & staff review
	<b><i>Other Documents</i></b>		
	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**

- 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 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	6	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	
	<b><i>Map Sheet Documents</i></b>		
	Revised Final Plat Sheet Sets (full size paper)	5	For staff review
	<b><i>Other Documents</i></b>		
	Revised Final Development Plan	5	See FDP 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 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:**

**Fourth (Final) Submittal Documents**

Required by Town	Item	Quan	Comments
	<b><i>Map Sheet Documents</i></b>		
	Final Plat (mylar)	2	For recordation
	<b><i>Other Documents</i></b>		
	Updated Title Commitment	5	For mylar review
	Electronic Copy of all final documents	1	
	AutoCAD file of Final Plat	2	
	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

**Notes**

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# Final Utility Plans "FUP"

## 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
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	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
	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
	<b>Map Sheet Documents</b>		
	Final Utility Plans (full size paper)	5	Place in or clip to each Notebook
	<b>Other Documents</b>		
	Final Development Plan	5	See FDP Submittal Requirements
	Final Plat	5	See FP Submittal Requirements

**Notes**

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# Final Utility Plans "FUP"

## Submittal Requirements

**Project:**

**Second Submittal**

Required by Town	Item	Quan	Comments
	Applicant Response Comments	5	For staff review
	CD of revised complete application	6	For P&Z, in-house referrals & staff review
	Hard copy of any requested reports or documents	5	For staff review
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	<b>Map Sheet Documents</b>		
	Revised Final Utility Plans Sheet Sets (full size pap	2	For staff review
	<b>Other Documents</b>		
	Revised Final Development Plan	5	See FDP Submittal Requirements
	Revised Final Plat	5	See FP Submittal Requirements

**Notes**

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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
	<b>Map Sheet Documents</b>		
	Revised Final Utility Plans Sheet Sets (stamp/sign)	3	Full size stamped & signed
	Revised Final Utility Plans Sheet Sets (mylar)	1	
	<b>Other Documents</b>		
	Updated Title Commitment	5	For mylar review
	Electronic Copy of all final documents	1	
	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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