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CITY OF NEW CARLISLE, PLANNING DEPARTMENT  
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(OFFICE USE)

PERMIT NO: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED CITY SIGNATURE  
(OFFICE USE)

**FINAL PLAT APPLICATION**  
SUBDIVISIONS INVOLVING MORE THAN 5 LOTS

*Please Print or Type*

**Applicant Information**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Project Information**

Subdivision Name: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Subdivider Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Location Information**

Parcel(s) Involved: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Surveyor Information**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ALL REQUIRED MATERIAL THAT MUST BE INCLUDED WITH THIS APPLICATION IS LISTED ON THE NEXT TWO PAGES.**

**Each of the following items are required to be submitted along with this application to be considered complete. Please use as a checklist.**

- The final recorded plat of the proposed subdivision shall conform to the approved preliminary plat and be drawn to a scale of fifty, sixty, eighty or 100 feet per inch. The final plat shall be presented in either original India ink or a photograph of an India ink drawing on tracing cloth or plastic drafting film, provided that the signatures are original. The overall final plat shall be eighteen inches by twenty-four inches, and shall contain all of the following items, as applicable:
- The name of the proposed subdivision and the location by section, town, range, city and State. If the plat is located within the three-mile jurisdictional area, the township and county shall be indicated.
- A legal description of the subdivision;
- A bar scale, a north point and the acreage of the subdivision;
- An acknowledgment by the owner of the adoption of the plat and the dedication of streets and other public areas and exact locations thereof;
- The certificate of a notary public;
- Certification by a surveyor, registered in the State, that the plan represents a survey map by him or her and that all monuments shown on the map actually exist;
- When necessary, a statement of approval by the County Health Department;
- A statement of approval by the Planning Board and a statement of acceptance by the City Manager. If the proposed subdivision is within the three-mile jurisdictional area, a statement of approval shall be provided for the Commission and the Planning Board. If the Municipality is the payee of a certified check or a party to a bond agreement, a statement of acknowledgment shall be provided for the City Manager.
- A list of protective restrictions;
- The boundary lines of the area being subdivided, with accurate dimensions and bearings. The exterior boundary, when computed from field measurements of the ground, shall close to within a limit or error of one foot to 5,000 feet before the balancing survey;
- A known reference point plus corporation and/or section lines transgressing the plat or immediately adjacent thereto, to be accurately tied to the lines of the subdivision by distance and bearings;
- All area dedicated for public use plus any area served for future acquisition or dedication, to be identified and dimensioned;
- The acreage of the dedicated and/or reserved areas within the plat for school, park or playground purposes;
- The length of all arcs, tangents and radii, along with internal angles, points of curvature and tangent bearing and length of all curves;
- Easements for public use, services, utilities and drainage, with dimensions;
- All linear dimensions and angular measurements;

- All lot lines with the necessary distances and bearings, and the system of identifying each lot. Lot widths at the set-back line shall be shown for all lots located on curved streets. The area (in square feet) of each lot shall be shown below its lot number.
- Building set-back lines, with dimensions;
- The location of all proposed or existing monuments and bench marks within the plat or immediately adjacent thereto;
- The location and identification of all adjacent rights-of-way, lots, alleys and easements;
- The portion of land being subdivided within a major drainage area shown as it pertains to the particular area;
- The key map;
- The applicable zoning requirements for lot area and width, with an indication that each lot is equal to, or in excess, of such requirements, and the location of zoning district boundary lines affecting the subdivision. Prior to the issuance of a building permit, a final survey must be filed for the lot to be built upon, with indication made of any lot for which other than a residential lot is intended;
- Tentative grades of extendable streets projected to an existing street or to a point 400 feet beyond the boundaries of the subdivision; and
- A cross section of the streets, curbs and gutters, etc. to be used.

**FINAL PLAT APPLICATION FEES:    \$150.00 APPLICATION FEE  
     \$2.00 PER LOT  
     \$1000.00 ENGINEERING FEE  
     2.5% OF ESTIMATED PROJECT COST**

**Certification:**

**I, \_\_\_\_\_, hereby swear (affirm) that I am the property owner or am properly authorized by the property owner to file this application for review. I further certify that this application and the attached plans and specifications are not a first draft product and represent the actual proposal for which I seek approval.**

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*