

City of Richmond
Subdivision Application
FINAL PLAT

This application must be completed, signed by all parties, and the filing fee paid at the time the application is submitted. All information required by the Application, including the proper number of paper copies, complete engineering plans, and signed, notarized Minimum Improvement Affidavit must be submitted with the application. Plats will only be placed on the Planning Commission agenda based upon the completeness of the submittal.

1. SUBDIVISION NAME _____
 2. PROPERTY OWNER _____ PHONE _____
ADDRESS _____ FAX _____
CITY-STATE-ZIP _____
 3. REGISTERED ENGINEER/SURVEYOR _____ PHONE _____
ADDRESS _____ FAX _____
CITY-STATE-ZIP _____
 4. APPLICANT (DEVELOPER) _____ PHONE _____
ADDRESS _____ FAX _____
CITY-STATE-ZIP _____
 5. ACREAGE _____ TOTAL # OF LOTS _____
 6. ACREAGE IN COMMON AREA _____
 7. THE ACCOMPANYING MAPS AND DATE MUST BE SUBMITTED AS PART OF THIS APPLICATION:
* FIVE (5) PAPER COPIES OF THE PLAT
* ONE (1) REDUCED COPY NO LARGER THAN 8 1/2 X 11
- IF RECOMMENDED FOR APPROVAL BY THE PLANNING COMMISSION, MYLARS MUST BE SUBMITTED AS FOLLOWS BEFORE THE PLAT WILL BE PLACED ON THE CITY COUNCIL AGENDA. CITY COUNCIL AGENDAS ARE SET ON THE FRIDAY PRIOR TO EACH MEETING ON THE SECOND AND FOURTH WEDNESDAYS OF EACH MONTH.
- * THREE (3) MYLARS
 - * FIVE (5) PAPER PRINTS OF THE PLAT
8. ENCLOSED IS THE FILING FEE IN THE AMOUNT OF \$50.00 PLUS RECORDING FEES OF \$59.00, PAYABLE TO THE CITY OF RICHMOND.

TOTAL FEES COLLECTED: \$109.00

The application must be signed by the legal property owner AND the applicant, if other than the owner. The property owner may grant permission for the filing of the application by means of a signed and notarized affidavit to that effect.

SIGNED:

Property Owner

Applicant

Date application received by Planning and Zoning Office: _____