



FINAL PLAT REQUIREMENTS

- APPLICABLE TOWN CODE SECTION – [§ 8-2-4](#)
- REQUIRED FORMS AND FEES
 1. Adherence to Subdivision File Naming Conventions
 2. Land Use Review Application – see [Notice](#)
 3. Development Improvements Agreement (executed)
 4. Fee - \$750.00 plus \$10.00 per unit or lot (Town Code [§ 1-8-2](#))
- REQUIRED SUBMITTALS
 1. Narrative
 2. Final Plat prepared in accordance with § 8-2-4 of the Town Code
 3. Construction Plans – revised from comments received during Preliminary Plat approval
 - a. Roadway Plan and Profile
 - b. Grading and Drainage Plan
 - c. Revegetation, Erosion and Sediment Control Plan
 - d. Phasing Plan (if applicable)
 4. Final Geotechnical Report
 5. Phase III Drainage Report
 6. Stormwater Management Plan (if applicable)
 7. Landscape Plan prepared in accordance with the Landscape Design Regulations and Guidelines and 2021 Update to Design Guidelines ([here](#))
 8. Final Engineer's Estimate of Probable Cost

9. Executed copy of Declaration of Covenants for proposed HOA
10. Executed copy of Bylaws for proposed HOA
11. Proof of filing of Articles of Incorporation for proposed HOA
12. Proof of Accuracy for Plat – This shall be in the form of a copy of computer printout showing unadjusted and adjusted boundary. Error of said survey shall not be greater than one foot in seven thousand feet (1'/7,000'). The surveyor that created the plat can provide this.
13. Disclosure of Ownership – A title insurance commitment or attorney's title opinion showing that the subdivider is the owner of all the land to be platted and that all roads, streets, easements and other rights of way and all lots, tracts or sites dedicated or to be conveyed for public use, or for common use by all lot owners are free and clear from all liens and encumbrances except patent reservations and except liens and encumbrances which cannot be extinguished, released, or purchased by the developer. If such land is mortgaged by the developer, it shall be sufficient if the mortgagee joins in the dedication.
14. Letters of Evidence from the attorney, developer, and engineer testifying that the subdivision meets all requirements of the Town subdivision regulations.

- **PROCESS FOR APPROVAL**

1. One electronic (PDF) copy of all documents shall be submitted to permits@wpgov.com. Within 7 days, Planning Division staff shall conduct a completeness review. Submit documents 30 days prior to date of the Planning Commission meeting you wish to have the Final Plat reviewed on. The Planning Commission meets on the second and fourth Tuesdays of each month.
2. The Planning Commission and Town Council will review the Final Plat at a regularly scheduled meeting for compliance with § 8-2-4 of the Town Code.
3. After approval of the Final Plat, the applicant shall comply with all required conditions of approval prior to recording the plat.