Process Overview for Major Subdivision – Final Plat

Owner – Applicant - initial

  - Meeting with Subdivision Coordinator & other staff – receive application, guidelines,
    fees schedule and contact information for other County Departments.
  - Coordinate with surveyor and attorney to complete documents.

Owner's Attorney
  - Complete fence agreements as needed.
  - Complete covenants for subdivision.
  - Utility and any special easements and dedications as need for the plat.
  - Dedication of street lot(s) to the lot owners or HOA.
  - Public street access dedication by lot owners or HOA.
  - Subdivision Improvement Agreement, if needed.
  - Surety bond for remaining improvements, if needed.
  - Warranty bond, if needed.
  - Documents for municipality's review if needed – complete before submission.
  - Items required for recording – see checklist.

Owner's Surveyor
  - Prepare Major Subdivision Final Plat – section 45.29.1 – all items.
  - Verify all easements.
  - Approved construction plans or as-built plans
  - Remaining improvements – description and cost estimate.
  - Certification of completion of improvements.

Owner – Applicant – final
  - Complete application – see checklist
  - Assemble items from attorney and surveyor – see application checklist.
  - Obtain signed fence agreements.
  - Resolution from municipality with extraterritorial jurisdiction.
  - Submit to Subdivision Coordinator – acceptance w/wo waivers.

County Process
  -Distribution to Departments & evaluation.
  -Review replies
  -Return to owner and/or surveyor for corrections or modifications, if needed.
  -Action by Board of Supervisors.
  -Return signed copies of plat to owner with approval cover letter and instructions of
   documents to submit to the County Recorder.

Owner – Applicant – recording
  -Plat and other documents as needed filed with County Recorder.
  -Return copy of date stamped approval cover letter to Subdivision Coordinator.
  -Send copy of date stamped approval cover letter to surveyor.
  -Contact Washington County Safety Center for 911 building number assignment.