CITY OF
PORTAGE
A Place for Opportunities to Grow

Department of Community Development

Final Plat Information

Address:	**Project Name:**

This checklist is intended as a guide to assist the applicant in the Administrative/City Council review process for final acceptance of a single family subdivision project. The applicant is responsible for being sufficiently familiar with and have a working knowledge of the codes and ordinances of the City of Portage but the Department of Community Development will be glad to assist. A meeting with Department staff is encouraged.

Filing Information

Yes	No	N/A	
☐	☐	☐	1. Development Application
☐	☐	☐	2. Filing fee per fee schedule
☐	☐	☐	3. One 18” x 24” mylar copy of the plat with a 2” binder strip on the left margin and three (3) paper copies together with an 11” x 17” reduced reproduction of the final plat.
☐	☐	☐	4. One set of mylar “as built” plans for utilities and other improvements (street, water, sewer, storm) and two (2) paper sets shall be submitted.
☐	☐	☐	5. As-built quantities of utilities and streets.
☐	☐	☐	6. Final Plat boundary closure calculations.
☐	☐	☐	7. Affidavit of labor and materials payment (lien waivers), if plat improvements have been built.
☐	☐	☐	8. Drainage or utility easement and/or other agreements inherent to the subdivision must also be submitted.
☐	☐	☐	9. Attorney’s opinion of clear title (abstract or policy of title insurance) shall be submitted.
☐	☐	☐	10. If improvements are not complete, an acceptable agreement showing the proprietors surety/guaranty (cash deposit, certified check, bank letter or credit or other guaranty) for the satisfactory construction, installation and dedication of all required improvements. Said surety /guaranty shall represent 125% of estimated cost of completion of the required improvements.
☐	☐	☐	11. A two (2) year maintenance bond in an amount equal to 25% of construction costs covering all the improvements must be submitted. One copy of bid tabulations or estimates of construction cost.

Plan Preparation and Guidelines

Yes	No	N/A	
☐	☐	☐	1. All plans will be drawn on uniform sheets no greater than 24” x 36”.
☐	☐	☐	2. All plans will be drawn to an engineering scale not to exceed 1” = 100’ with a north arrow oriented to the top of the sheet.
☐	☐	☐	3. All plans will be clear, legible and accurately scaled and sealed by the surveyor or engineer.
☐	☐	☐	4. If more than one plan/set, all required plans will be stapled along the left margin into sets.