



## MAJOR SUBDIVISION – FINAL PLAT CHECKLIST

### Major Subdivision – Final Plat

1. The subdivision must address conditions of Sketch Plan and Preliminary Plat approval, when applicable.
2. The subdivision shall comply with the design standards of Section 16.04.070 and be consistent with the City Standards and Specifications.
3. The subdivision must:
  - a. Be in conformance with the Comprehensive Plan and zoning regulations;
  - b. Consider the relationship of development to topography, soils, drainage, flooding, potential natural hazard areas and other physical characteristics;
  - c. Consider availability of water, means of sewage collection and treatment, access and other utilities and services; and
  - d. Consider compatibility with the natural and built environments, wildlife, vegetation and unique natural features.

### Required Application Materials

- Completed **Application Form**, signed by all current property owners (additional documentation may be required if the property is held by a Trust, LLC, or other entity)
- Acknowledgement of Fees Form**, signed by applicant
- A **Final Plat** that meets all requirements defined in the Subdivision Regulations under Section 16.04.050(E)(4), including: 1 digital copy in PDF format and 1 printed hard copy (optional)
- As-Built Drawings** of all constructed and completed subdivision improvements, such as streets, water and sewer systems, and stormwater management facilities as defined in the Subdivision Regulations under Section 16.04.050(E)(8), unless improvements are otherwise secured pursuant to Section 16.04.080
- Title Commitment(s)** for the property dated within 6 months of application, or an older commitment with an update letter from the issuing title company dated within 6 months (a copy of the current deed(s) and all other title documents, an Owners and Encumbrances Report, or other title work may be acceptable in certain cases)
- Application Fee** (see current fee schedule)
- Payment in Lieu of Parks Fee** for each new lot created (if applicable, see current fee schedule)
- Recording, fire hydrant, utility tapping, and other fees may also apply

### Additional Information

- Digital application materials may be emailed to [comdev@cityofdelta.net](mailto:comdev@cityofdelta.net).
- This checklist is advisory only and does not replace requirements in the City of Delta Municipal Code. Refer to the applicable Code requirements when preparing the application materials.
- **Discretionary Review:** This type of request requires at least one public meeting or hearing in front of the City of Delta Planning Commission and/or City Council. Additional information about your responsibilities for public notice will be provided when a meeting date is set.
- No land shall be subdivided nor any subdivided property sold or conveyed until a Final Plat has been approved and recorded in accordance with the Subdivision Regulations. No Final Plat may be submitted more than 2 years after approval of a related Preliminary Plat or partial Final Plat filing and, in all cases, no Final Plat shall be approved if submitted beyond 10 years of Preliminary Plat approval.
- **Required Improvements and Dedications:** In accordance with Section 16.04.060, all subdivisions shall be provided, at the expense of the subdivider/developer, with certain public and private improvements as necessary to serve the subdivision and to mitigate its impacts on public services and infrastructure, adjacent properties, and properties within the subdivision. Such improvements usually include parks and open space, sidewalks and trails, streets, utilities, and stormwater management facilities. Dedications of street rights-of-way and easements for utilities, drainage, irrigation ditches, trails, or other infrastructure necessary to serve the subdivision are also typically required.



- **Construction of Subdivision Improvements:** Pursuant to Section 16.04.050(D)(14), construction of public and subdivision improvements, as provided by the Preliminary Plat, may commence only following final approval or conditional approval by the City Council; submittal, review, and approval of all final documents with any required revisions; payment of all outstanding fees; a pre-construction meeting with City staff; and receipt of a written Notice to Proceed.
- **Phasing Option:** For larger subdivisions not being completed in a single development phase, a Final Plat for a portion of the approved Preliminary Plat may be submitted as a partial filing. In such cases, the requirements under Sections 16.04.050(E)(6) and (E)(7), as well as Section 16.04.080, apply and must be met. All public and subdivision improvements necessary to serve the lots in the partial Final Plat filing must be completed, and completion of all other required improvements must be secured pursuant to a Subdivision Improvements Agreement.
- **Expiration:** The plat will expire if the following requirements are not met within 90 days following final approval, unless otherwise allowed at the City's discretion. No Final Plat will be recorded until:
  - All of the required improvements are installed, inspected, and approved, or secured.
  - 1 reproducible mylar of the Final Plat in final form and executed by all required parties except the City, and 1 digital copy of the Final Plat in a format acceptable to the City, are submitted.
  - Payment to the City of all reimbursable expenses has been received.