



Final Plat Checklist

A Final Plat provides a permanent and accurate record of the exact size and location of the lots, blocks, streets, drainage areas, easements, and other parcels land within a subdivision. When filed with the County Register of Deeds, a Final Plat becomes a legal instrument whereby the location and boundaries of separate land parcels within the subdivision are identified. If the application plans to develop a property in phases, the property may be divided in separate Final Plats or filings. Each Final Plat requires a separate application and review process.

Required: Upload .pdf documents

- ☐ **Information:** *Be able to answer the following questions:*
 - Location of the proposed plat (address or parcel number assigned by the county): _____
 - Number of lots being created: _____
 - Total acres involved: _____
 - Is the property located in a flood zone: (yes or no) – if you do not know, there is a link to the FEMA flood map service that you can use to answer the question in the application.
 - The name of the subdivision: _____
- ☐ **Plat Document** - document created by a registered land surveyor including both the plat map and all required plat signature blocks. Separate plat documents for each county must be included if applicable.
- ☐ **Letter of Intent** - letter describing the purpose of the request and if applicable the intended zoning, proposed land use(s), and any proposed development or structure demolition or removal.
- ☐ **Application Fee** - \$150 may be paid on-line with a credit card or e-check or at City Hall with the invoice number by cash, check, money order, or credit card.
- ☐ **Civic Access Account** – login to the on-line system with your existing credentials (your email address and password). Please see the “Applications and Permits” page under the “Planning and Zoning” Department page on our website at www.boxeldersd.gov to get started.

Optional: Upload .pdf documents

- ☐ **Vicinity Map** – map of project and surrounding area (we may ask for this if location is unclear).
- ☐ **Master Plan for the Development** – show the development’s proposed layout and land uses
- ☐ **Phasing Plan** – show proposed development phases related to the subdivision
- ☐ **Other Plan Documents** – use this category if there are other materials you want to upload.



Final Plat Process

