



Plat Submittal Checklist

Submitted for: Review Initial Signature Re-Sign Date: _____

Subdivision: _____ Parcel #: _____

Engineer/Surveyor/Developer: _____

Submitters Name: _____

Submitters Address: _____

Submitter's Phone Number: _____

Submitter's E-mail: _____

- Owners signature and acknowledgement (notary) must be completed prior to any action by ACHD
- Plat Review Fee to be determined by ACHD Development Services Staff. See fee schedule at [Development Services Fee Schedule](#)

For Initial Signature

Submitted by: Items to be included with initial submittal

- _____ 8.5 x 11 reduction of ALL sheets of the plat (*reduction of the signature sheet must be a duplicate of the sheet after owner's signature*)
- _____ 8.5 x 11 vicinity map
- _____ Mylar signature sheet

Check appropriate action for any re-sign

Submitted by:

Check Action Items

- _____ Legal description revision (describe below)
*matching, revised 8 1/2 x 11 reductions ~ stamped, signed **Required***
- _____ Owner revision (describe below)
- _____ Agency revision (describe below)
- _____ Misc (describe below)

Comment- _____
