

Short Plat Application and Submittal Checklist

Tax Parcel Number(s)	Permit Number (staff use only)
Site Address	Project Name (staff use only)
Property Owner Name	Applicant Name
Property Owner Mailing Address	Applicant Mailing Address
Property Owner Phone	Applicant Phone
Property Owner E-mail Address	Applicant E-mail Address

Zoning Designation <input type="checkbox"/> RES <input type="checkbox"/> COM <input type="checkbox"/> COM-P <input type="checkbox"/> MPD	I certify that I have read and examined this application and have completed it with information that I know to be true and correct. I also give permission for Ruston employees to enter the site to perform any necessary inspections. <div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;">Property Owner Signature</div> <div style="width: 35%; border-top: 1px solid black; text-align: center;">Date</div> </div>
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Applicant Checklist		Included?		
Yes	N/A	Yes	Need	N/A
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Review Fee Deposit of \$3835 , (\$150 review fee plus \$3685 Deposit) as per the City's master fee schedule				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Section Survey prepared and certified by a licensed surveyor as described in RMC 29.02.010(I)(2)				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Legal Survey of the subject property shall be completed and filed with application as required in RMC 29.02.010(f)(1)				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Title Report for disclosure of ownership interests, easements, liens, violation notices, encroachments, etc., as described in RMC 29.02.010(o)				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Legal Description Certificate giving full and correct legal descriptions of existing and proposed lot configurations as described in RMC 29.02.010(o)				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SEPA Checklist , if applicable				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Plat Drawing prepared and certified by a licensed surveyor as described in RMC 29.02.010(I)(2), which also contains the remainder of the items listed below upon the face of the plat.				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Land Use Administrator Signature Block for verification of compliance with RMC 29.01.010(f)				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
City Engineer Signature Block containing the approval criteria text from RMC 29.01.010(I)(1)				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Owner's Signature Block for owner's acknowledgement before auditor (or notary) as per RMC 29.02.010(I)(3)				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Assessor's Signature Block as described in RMC 29.02.010(I)(4)				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
No Further Subdivision Statement acknowledging that no further subdivision shall be allowed for a period of 5 years from the date of plat approval as per RMC 29.02.010(f)(1)				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Free Consent Statement which states that all the owners of the subject property give their free consent to subdivide as described in RMC 29.02.010(o)				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dedication Certificate as described in RMC 29.02.010(o), if applicable				

staff use only