



MYLAR SUBMITTAL CHECKLIST

The following checklist needs to be completed and submitted with your mylar. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES.

Applicant
Use

STAFF
USE

WHEN THE FINAL PLAT/RECORD OF SURVEY IS READY FOR FINAL REVIEW, THE FOLLOWING ITEMS ARE REQUIRED TO BE SUBMITTED:

- Mylar signature sheet signed by ACHD and CDHD.
- Three (3) full size paper copies of all pages of the final plat/record of survey sheets **arranged in complete plan sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#).**
- A copy of the review letter issued by the City Engineer.
- For final plat mylar submittals: A copy of the review comments issued by the Ada County Surveyor.
- For final plat mylar submittals: A letter from the Professional Land Surveyor that certifies the submitted copies of the Final Plat have addressed the first set of review comments of the Ada County Surveyor.
- For final plat mylar submittals: a CD or USB flash drive containing the subdivision CC&Rs.

ACKNOWLEDGEMENT

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

Applicant/Representative Printed Name

Date

Applicant/Representative Signature