



Johnston County

Public Utilities

Final Plat Checklist

To **expedite** the plat process, please submit all applicable items, below, as a complete package for review to the attention of Shannon Stanley (shannon.stanley@johnstonnc.gov).

Please designate one project representative to whom we may send any comments and/or additional requests as needed.

PROJECT NAME: _____ DATE: _____
PROJECT REPRESENTATIVE: _____ EMAIL: _____

YES N/A

- ☐ ☐ **Erosion Control Inspection.** Make sure the site is in compliance prior to scheduling an inspection. No plat can be recorded until the site is in compliance.
- ☐ ☐ **Utility Final Inspection.** Schedule final walkthrough with Shannon Stanley and complete punch list items before the plat is recorded.
- ☐ ☐ **Bonds for remaining work to be done.** Common bond examples: basin removal, establishing groundcover after power, 10k for utilities etc. Do not send bonds or estimates before final inspections. There is currently no formal bond forms required by JCPU.
- ☐ ☐ **Engineers Estimate for bonds.** We require an engineer's estimate for any bonds. They must be specific in what they are covering. They may not simply say "erosion control".
- ☐ ☐ **Engineers Stormwater Certification.** This may be a full or partial certification depending if the project is broken into phases. If bond is provided, the full certification may be delayed until bond release.
- ☐ ☐ **Driveway Pipe Size Certification.** This is provided by the engineer. Must be a final and dated within 60 days of the plat being signed.
- ☐ ☐ **Land Dedication Fee.** If applicable, the fee can be found on the stormwater permit.
- ☐ ☐ **Nitrogen Payment.** If applicable, the fee can be found on the stormwater permit.
- ☐ ☐ **Utility/Sewer Fees Paid.** Residential sewer fees are not required to be paid in full before the plat is signed. However, they must be paid before meters are set.
- ☐ ☐ **Hydrant Escrow.** Applicable if site is plumbed for future hydrants. Refer to current fee schedule.
- ☐ ☐ **Include Site Features on the Plat.** SW and utility easements, jurisdictional wetlands, buffers, floodplains, etc.
- ☐ ☐ **Impervious Area Limit.** Maximum approved impervious area limit indicated on plat. Please make it large and noticeable.
- ☐ ☐ **Copy of Operations & Maintenance Agreement.** For permanent stormwater measures. Must be recorded before plat is signed.
- ☐ ☐ **Copy of Bac-t sample results.** These results are only valid for 30 days within the plat being signed *and* before acceptance. Coordinate with the engineer on when to take samples. One sample at each dead end.
- ☐ ☐ **Lien Waivers.** From the utility contractor(s).
- ☐ ☐ **Utility Record Drawings.** (As-built drawings)
- ☐ ☐ **Utility Engineer's Certification.** Sewer and/or water certifications.
- ☐ ☐ **Passing Fire Flow Test.** Third-party testing.
- ☐ ☐ **Fire Hydrant Repair Kit.** One per subdivision.

Some items above may not be applicable for every plat. Check the stormwater and utility approval letters for all required documents. All applicable items must be checked off before any plat can be signed by Johnston County Public Utilities.