



**CITY OF MOSCOW
COMMUNITY DEVELOPMENT**

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Mylar Plat Checklist

Staff contact persons for information regarding this process:

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Process:

- 1) Printed by Developer
- 2) Reviewed by City of Moscow
- 3) Reviewed by North Idaho Health District
- 4) Reviewed/recorded by Latah County

Probable time frame:

City of Moscow review/signatures within 1 to 2 weeks.

Checklist:

1. Final plat electronically delivered to Engineering for initial review. Date: _____ Initials: _____
2. Engineering approval for printing. Date: _____ Initials: _____
3. Mylar signed and notarized by Developer.
4. Developer delivers Mylar to City. Date: _____ Initials: _____
5. Engineering reviewed final printed plat. Date: _____ Initials: _____
6. City Engineer review/signature. Date: _____ Initials: _____
7. Planning & Zoning Commission Chair signature. Date: _____ Initials: _____
8. City of Moscow Mayor signature. Date: _____ Initials: _____
9. Engineering scans Mylar for City records. Date: _____ Initials: _____
10. Developer delivers plat to North Idaho Health District 2 for signature.
11. Developer delivers plat to Latah County Surveyor for review/signature.
12. Developer drops off plat to Latah County Recorder's with payment for recording/signature.