



## FINAL PLAT CHECKLIST

*The following information is provided as to supplement the 'Application for Subdivision Review' form you have requested in conjunction with a possible request for final plat approval. All required data, plat documents, copies, applications and filing fee(s) must be submitted before the application will be considered complete. The review process will begin upon receipt of a completed application, and only completed applications shall be accepted. Please submit the application at least six weeks prior to the regular Planning Commission meeting at which the review is to be held. Please contact the City offices with any questions.*

- \_\_\_\_\_ 'Application for Subdivision Review' form submitted
- \_\_\_\_\_ Applicable review fee submitted
- \_\_\_\_\_ Seven (7) full size copies and one reproducible (8 ½"x11") copy of the final plat submitted

### 1. Required Final Plat Data:

- \_\_\_\_\_ All information required by the County Surveyor, Registrar of Titles and County Recorder.
- \_\_\_\_\_ Dimensions, size and scale as required by the County for approval by the County Board in filing with the County Recorder or the Registrar of Titles.
- \_\_\_\_\_ Municipal, township, county or section lines accurately tied to the lines of the subdivision by distance and angles.
- \_\_\_\_\_ Name of the plat.
- \_\_\_\_\_ Location by section, township, range, county and state and including descriptive boundaries of the subdivision based on an accurate traverse, giving angular and linear dimensions which must mathematically close. The allowable error of closure on any portion of a final plat shall be one foot in 7,500 feet.
- \_\_\_\_\_ Names of adjoining subdivisions and layouts of their streets.
- \_\_\_\_\_ Location and description of monuments shown in reference to existing official monuments of the nearest established street lines, including true angles and distances to such reference points or monuments. Permanent markers shall be placed at each corner of each lot, points of curvature and points of tangency on street lines, and at each angle point on the boundary of the subdivision. A permanent marker shall be deemed to be a steel rod or pipe, three-fourths inch or larger in diameter extending at least 14 inches below the finished grade. In situations where conditions prohibit the placing of markers in the locations prescribed above, offset markers shall be shown on the final plat, together with accurate interior angles, bearings and distances. Permanent monuments shall be placed at all quarter section points within the subdivision or on its perimeter.
- \_\_\_\_\_ The location of lots, streets, public highways, alleys, parks and other features with accurate dimensions in feet and decimals of feet, with the length of radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground. Dimensions shall be shown from all angle points and points of curve to lot lines.

- \_\_\_\_\_ Boundary lines and description of boundary lines of any areas other than streets and alleys which are to be dedicated or reserved for public use.
- \_\_\_\_\_ Clearly numbered lots and blocks with block numbers shown in the center of the block.
- \_\_\_\_\_ Names and addresses of the subdivider and surveyor making the plat.
- \_\_\_\_\_ Scale of plat (the scale to be shown graphically and in feet per inch), date, and north point.
- \_\_\_\_\_ City Attorney's approval of title.
- \_\_\_\_\_ A statement dedicating all easements.
- \_\_\_\_\_ A statement dedicating all streets, alleys, parks and public open space, and other public areas not previously dedicated.
- \_\_\_\_\_ A separate copy of the plat labeled "Building Setback Lines" containing the statement: "Building setback lines are hereby established as shown on this copy of the plat, and no building or portion thereof shall be built between this line and the street line." Said statement shall be dated and endorsed by the subdivider and the City when the City determines that said statement is consistent with the Zoning Chapter of the City Code and plat approvals

**2. Required Certifications. The final plat shall contain the following:**

- \_\_\_\_\_ Notarized certification by owner or by any mortgage holder of record of the adoption of the plat and the dedication of streets and other public areas not previously dedicated.
- \_\_\_\_\_ Notarized certification by a registered land surveyor to the effect that the plat represents a survey made by the surveyor and that monuments and markers shown therein exist as located and that all dimensional and geodetic details are correct.
- \_\_\_\_\_ Certification showing that all taxes and special assessments due on the property have been paid in full.
- \_\_\_\_\_ Space for certificates of approval to be filled in by the signatures of the chairman of the Planning Commission, the Mayor, the City Administrator or the Administrator's designee and City Engineer.
- \_\_\_\_\_ Certificate of private restrictions and trusteeships and their period of existence. Should such restrictions and trusteeships be of such length as to make the lettering of same on plat impractical, and thus necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat, and the book and page number referring to the instrument shall be added to the plat after the restrictions or trusteeship have been recorded.
- \_\_\_\_\_ The form for approval of County authorities as required.

**3. Final Grading Plan & Final Erosion and Sediment Control Plan** (see [Chapter 153 Subdivisions, Sect. 153.14 \(C\) & \(D\)](#) for full details).

**4. Supplementary Documents. The following shall also be provided to the City:**

- \_\_\_\_\_ Four (4) mylar copies of the subdivision as approved by the City.
- \_\_\_\_\_ A complete set of subdivision development plans containing plans and specifications to construct the required public improvements and to make the subdivision suitable for development shall be filed with the City and shall conform to City requirements.
- \_\_\_\_\_ A certified copy of the plat evidencing filing with the County shall be submitted to the City within 60 days after approval of the plat by the City.
- \_\_\_\_\_ A complete set of as-built construction drawings for any public improvements constructed in the subdivision shall be furnished as soon as the construction is complete and approved by the City. In addition one (1) digital GIS formatted copy and one scanned copy for imaging shall be submitted to the City.

- \_\_\_\_\_ Upon adoption and filing of a final plat, the City shall prepare a street address map and distribute it to the applicant, utility companies, police department, ambulance, fire department, post office and County.
- \_\_\_\_\_ A disk of the recorded plat in AutoCAD or other approved format for inclusion in the City's base map

**This document shall become a part of the permanent record relating to the subdivision. If application is deemed incomplete the City shall notify the applicant of said incomplete item(s) within 15 days of receiving the initial application.**

FOR OFFICE USE ONLY		
DATE SUBMITTED: _____	DATE COMPLETE: _____	IF INCOMPLETE, DATE LETTER SENT TO APPLICANT: _____
DATE OF PUBLIC HEARING _____ PUBLICATION DATE: _____		
DATE NOTICE SENT TO ADJOINING PROPERTIES: _____		
AMOUNT OF FEE PAID: _____	DATE FEE PAID: _____	FILE # _____
PLANNING COMMISSION ACTION: __RECOMMEND APPROVAL _____ RECOMMEND DENIAL _____		
DATE OF ACTION: _____		
DATE APPLICANT/PROPERTY OWNER NOTIFIED OF PLANNING COMMISSION ACTION: _____		