



FINAL PLAT

SUBDIVISION NAME: _____ DATE RECEIVED: _____

The Final Plat must be accompanied by the following:

- SUBMITTAL LETTER:** A clear and detailed statement in writing substantiating the application and proposed use of the property
- 5 COPIES** of the Final Plat (must be folded) plus PDF
- 1 Copy of the Final Plat on 8 1/2" x 11" plain white paper**
- 5 Copies of supporting maps (if any)**
- 2 Sets of all Public Improvement Plans**
- 2 Copies of Engineer's Construction estimate for all Public Improvements**
- 2 Copies of the Preliminary Plat (if previously submitted)**
- Application Fee \$250.00 plus \$2.00/per lot**
- Subdivision Bonds (required prior to submittal to City Council)**

The applicant or his/her representative should appear to present the application to the Planning Commission.



FINAL PLAT CHECKLIST

SUBDIVISION NAME: _____ **DATE RECEIVED:** _____

The Final Plat must be accompanied by the following:

- Drawn to a scale of 1" = 100'
- Include date, north arrow, scale (written and graphic) and a key or location map
- Name of subdivision, owner, subdivider, engineer, and/or land surveyor
- Boundaries of the subdivided area with accurate distances and bearings noted.
- Exact location/legal description of the subdivision and description of all monuments found or placed in making the survey.
- Lines, names, and widths or dimensions of all proposed street right-of-way.
- Lines, widths, and purposes of all easements.
- Numbered designation of all lots and blocks in the subdivision with their lines and dimensions accurately shown.
- Exact dimensions of all lots
- Names of all adjacent subdivisions.
- The following shall be made and shown on the original reproducible final plat:
 - Owners certificate and dedication shown
 - Engineers certificate of survey, signed, and sealed
 - Certificate for release of mortgage for any portion dedicated to the public, signed.
 - Reference any separate instruments, including restrictive covenants, which directly affect the land being subdivided.
 - Certificate of Planning Commission action.
 - Certificate of Council acceptance of streets, alleys, easements, and public land dedications.
 - Tax receipt showing all taxes payable on all property within the limits of the tract as paid in full for the past five years, or a statement signed by the County Treasurer.
 - A receipt for the payment of all special assessments
- Exact radii of all curves and length of all tangents.
- Notes on maintenance of common lots (if any)
- Line denoting the 100 year Flood limits. For each lot adjacent to the 100 year flood limits, a note should be placed on the final plat indicating the minimum elevation of 2' above the 100 year flood elevation.

All revised plats submitted during the course of the review process must have a revision date.

- 1 copy of the final plat on 8 1/2" x 11" plain white paper
- Final Plat filing fee of \$ _____
- Final Plat review fee \$ _____
- Plans and specifications on all required improvements.
- Engineering estimates of all public improvements.
- A Subdivision Bond for all public improvements (required before submittal to City Council)
- Address of each lot with house numbers. Address # shall be noted on the mylar to be filed
- 1 copy of the preliminary plat if the preliminary plat has not been submitted for concurrent review.

Following City Council approval, the developer shall submit:

- Submittal/Transmittal letter
- 1 copy of Final Plat drawn on 24"x 36" mylar
- 5 blue print copies of plat (folded) plus PDF

The applicant or his/her representative should appear to present the application to the Planning Commission



FINAL PLAT APPLICATION

Please PRINT or TYPE all information

Part 1 – PROPERTY INFORMATION SECTION _____ RANGE _____ TOWNSHIP _____

- A. Physical Location/Address of Property: _____
 - B. Total area included in final plat _____ Total Number of Lots _____ Currently Zoned _____
 - C. Residential _____ Commercial _____ Industrial _____ Other _____
 - D. Number of Lots wholly or partially located in the Flood Plain: _____
 - E. Are there any easements, right-of-way, etc. to be dedicated for public use? Yes No
- Or Metes and Bounds Description:
- _____
- _____

PART 2 -APPLICANT INFORMATION

DEVELOPER:

- A. _____
(First Name/ or Business Name) (Last Name)
- B. _____
(Street Address) (City) (State) (Zip Code)
- C. _____
(Telephone) (Fax)

ENGINEER:

- A. _____
(First Name/ or Business Name) (Last Name)
- B. _____
(Street Address) (City) (State) (Zip Code)
- C. _____
(Telephone) (Fax)

LAND SURVEYOR'S NAME:

- A. _____
(First Name/ or Business Name) (Last Name)
- B. _____
(Street Address) (City) (State) (Zip Code)
- C. _____
(Telephone) (Fax)