



# FINAL PLAT

SUBDIVISION NAME: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

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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)