

Application Check List for Major Final Subdivisions

The following must be submitted prior to the application deadline. Otherwise, the application will be deemed incomplete and may result in unnecessary delays: (Please ✓ when complete)

A. Information to be provided on final plat map:

- 1. Name of the subdivision.
- 2. Digital copy of legal description, if required.
- 3. Date, scale and North arrow.
- 4. Total acreage of the proposed subdivision.
- 5. The location of survey monuments "referenced in" on the ground so that they can be reproduced in the field.
- 6. State plane coordinates tied to the city's geographic information system (GIS).
- 7. The location by section, township, range, county and state, including descriptive boundaries of the subdivision.
- 8. Abstract of title or other certificate establishing ownership interests and proof that proper parties have signed the plat for all land in the subdivision.
- 9. The lines, profiles, typical sections and grades of all proposed streets and their widths and names.
- 10. An accurate delineation of any property offered for dedication to the City or another public entity for public use.
- 11. The boundary lines of all adjoining lands for a distance of one hundred (100) feet and showing (with dotted lines) the right-of-way lines and adjacent streets and alleys with their widths and names.
- 12. Building lines and easements for rights-of-way provided for public use, services or utilities, with figures showing their dimensions.
- 13. All dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the subdivision, blocks, lots, streets, easements, building lines, and other areas to be dedicated for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot.
- 14. Area in square feet for each lot or parcel, which shall equal or exceed applicable zoning ordinance requirements.

B. Additional required information:

- 1. Improvement installation agreement.
- 2. Location of fire hydrant(s) (show on separate document)
- 3. Completed final Construction Plans conforming with the requirements of these regulations, for all roadway, grading, sanitary sewerage system, storm drainage facilities, water and gas distribution system, and other pertinent site improvements. Two (2) sets of such Construction Plans shall be submitted with the Final Plat.
- 4. A copy of all deed restrictions and/or protective covenants and, if applicable, articles of incorporation and bylaws of a homeowner's association for the proposed subdivision; a copy of any amendments to the restrictions shall be submitted to the city as well.
- 5. Certification by a registered land surveyor, engineer or architect that all details of the plat are correct.