

City of North Liberty
Final Plat Application Form



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| Project Name: | | |
| Site Location (address or legal description): | | |
| Existing Zoning District: | | |
| Project Description: | | |

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|------------------------|------|--------|
| Property Owner: | | |
| Owner Mailing Address: | | |
| Phone: | Fax: | Email: |

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| Applicant: | | |
| Applicant Mailing Address: | | |
| Applicant Contact Person: | | |
| Phone: | Fax: | Email: |

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| Applicant's Engineer (Contact Person): | | |
| Company: | | |
| Address: | | |
| Phone: | Fax: | Email: |

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| Applicant's Attorney: | | |
| Company: | | |
| Address: | | |
| Phone: | Fax: | Email: |

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| Other comments: |
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| OFFICE USE ONLY Date Submitted: Fee Amount: |
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Final Plat Information, Submittal Requirements, & Checklist



Submittal Deadline: 1st working day of each month at 12:00 Noon

Fees: Application fee is due at time of submittal.

- Application Fee: \$20 per lot, minimum charge of \$150.00.
- Applicants are responsible for actual costs of the City Engineer's review and any additional engineering reviews.

Reviewing Bodies:

- City staff
- Planning Commission
- City Council

First Submittal Materials Requirements:

- 1 completed copy of this application form, including checklist.
- Application fee – see above.
- 7 copies folded to 8.5"x11". If readable at reduced scale, submit all at 8.5"x11" or 11"x17". If larger pages are needed to read plan details, submit 3 full sized and 4 reduced size copies (or, if you would prefer, submit all full-sized copies).
- Other information deemed necessary by the City Planner for the review of the proposed project.
- If the applicant is other than the legal owner, the applicant interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form.

Note: Staff will review the first submittal and request resubmission with any necessary changes, and Acrobat "PDF" files of all materials, prior to Planning Commission agenda setting.

Minimum Final Plat Information:

- Plat map of the subdivision with scale of one inch to one hundred feet minimum. May include all or only part of the preliminary plat.
- Accurate boundary lines, with dimensions and angles, which provide a survey of the tract, closing with an error of not more than one foot in ten thousand feet.
- Accurate references to known permanent monuments, giving the bearing and distance from some corner of the congressional division of which the city or the addition thereto is a part.
- Accurate locations of all existing and recorded streets intersecting the boundaries of the tract.
- An accurate legal description of the boundary.
- Street names; complete curve notes for all curves included in the plan; street lines with accurate dimensions in feet and hundredths of feet with angles to street, alley, and lot lines.
- Lot numbers and dimensions, and block numbers if used. Lot numbers must match the numbers on preliminary plat.
- Accurate dimensions for any property to be dedicated or reserved for public, semi-public or community use.
- Location, type, material and size of all markers.
- Names and addresses of the owner and subdivider.
- North point, scale and date.
- Certification by a registered land surveyor of public property.
- The final plat shall be accompanied by the following documents:
 - Owner's consent and dedication.

- Mortgage holder's consent.
 - Title opinion.
 - Treasurer's certificate.
 - Petition signed by the owner and spouse requesting that the city council pave any streets abutting the subdivisions.
- One of the following must be included:
- Certificate of approval from City Engineer that all improvements and installations in the subdivision have been made or installed as required by the City.
 - Certificate of approval from City Engineer that all improvements have not been made or installed, but that instead an escrow to cover the costs of installation plus ten percent has been deposited with the City Clerk. Escrows will only be considered for minor improvements with City Council setting a date for completion. If items escrowed are not completed by said date, the City will complete the improvements with the escrow funds.
 - A surety bond to ensure that all improvements will be made within two years of approval of the final plat.

Notes:

Before the City can approve your final plat, the following items need to be completed, approved, and recorded (as applicable):

1. Preliminary Plat.
2. Developer's Agreement.
3. Construction Drawings.
4. Payment of any fees required.
5. Subdivision Improvements Resolution (can be approved at same meeting as final plat).