

City of North Liberty
Final Plat Application Form



Project name:		
Site location (address or legal description):		
Existing zoning district:		
Project description:		

Property owner:		
Owner mailing address:		
Phone:	Fax:	Email:

Applicant:		
Applicant mailing address:		
Applicant contact person:		
Phone:	Fax:	Email:

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

Applicant's attorney:		
Company:		
Address:		
Phone:	Fax:	Email:

Other comments:

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 \$300.00.
- Applicant is 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 scalable copies folded to 8.5"x11".
- 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.

Minimum Final Plat Information:

- A location map to provide spatial reference, showing the outline of the area to be subdivided, existing streets and corporate limits in the vicinity, a north arrow and scale or note stating "not to scale," and other information that might help clarify where the plat is located as well as its surroundings and size relative to other City features.
- Accurate property boundary lines, with dimensions and bearings or angular dimensions that provide a land survey of the tract, closing with an error of not more than one foot in 10,000 feet;
- Accurate references to known permanent monuments, giving the bearing and distance from some corner of a lot or block in the City to 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 property boundaries of the tract;
- Accurate legal description of the property boundaries;
- Street names and street right-of-way widths;
- Complete curve notes for all curves included in the plat;
- Street center lines with accurate dimensions in feet and one-hundredths of feet with bearings or angular dimensions to street, alley and lot lines;
- Lot numbers and lot line dimensions;
- Block numbers, if used;
- Location, type, material and size of all markers.
- Name and street address of the owner and subdivider;
- Name and street address of owner's or subdivider's attorney, name of persons who prepared the plat, and the date of preparation;
- North point, scale and date;
- Minimum Low Opening (MLO) table, when required by the City;
- Certification of the accuracy of the plat by a registered land surveyor of the State;
- Location and width of easements for utilities, and clear identification of intended use;
- Certification by the utility companies that utility easements are properly placed for the installation of utilities;
- A signature block for endorsement by the City Clerk certifying the City Council's approval of the plat.

Process: Staff will review the first submittal and issue a preliminary report listing required and recommended changes, and will include a date by which a revised complete set of 7 copies is required to be submitted for final staff review and for Planning Commission and Council consideration. Along with the revised set, Acrobat “PDF” files of all materials are required. A Development Processes Calendar is available at the City website showing all submission and meeting dates for the year:

<http://northlibertyiowa.org/wp-content/uploads/2013/12/2014-development-calendar.pdf>

Prior to City Council action, the owner shall provide the following:

- (1) An executed developer’s agreement;
- (2) An executed SMF agreement; and
- (3) The final report by the City Engineer stating either that the improvements have been installed in accordance with the approved plans and specifications, or that the improvements have not been installed but the plans and specifications have been approved and security for the improvements has been provided.