

Final Plat Application



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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: | Email: |

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

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

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

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| Comments: |
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| OFFICE USE ONLY Date Submitted: Fee Amount: |
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Final Plat Information and Submittal Requirements



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.
- Applicants are responsible for actual costs of the City Engineer's review and any additional engineering reviews.

Reviewing Bodies: City staff and City Council.

First Submittal Materials Requirements:

- 1 completed copy of this application form.
- Application fee.
- 1 Adobe Acrobat digital (pdf) copy of the plat. Documents for plat recording, such as Owner's Consent and Dedication, Mortgage Holder's Consent, Title Opinion, and Treasurer's Certificate, do not need to be submitted to the City.
- 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.

Note: Before the City can approve any final plat and accept any associated infrastructure improvements, the following items need to be completed:

1. Preliminary Plat – approved by City Council.
2. Developer's Agreement – approved by City Council.
3. Construction Drawings – approved by City Staff.
4. SMF Agreement for storm water features – approved by City Council.
5. Payment of any fees required.

Process: Staff will review the submittal only when all items noted above in the green text have been completed, and will communicate with the engineer/contact person as needed to schedule Council review and approval. Final plats are not reviewed by the Planning Commission.

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.
- 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.