

TABLE 3-1: Application Requirements

City staff will initial and date when completed/received



FINAL PLAT REQUEST CHECKLIST

MAJOR SUBDIVISION (more than 4 lots and requires infrastructure)

Planning and Zoning Meeting Date: / / .

City Council Meeting Date: / / .

REQUIREMENTS FOR MAJOR SUBDIVISION

DATE	INITIALS	
		Application Form
		Payment of application fee
		Annexation process completed (if required)

REQUIRED PLAT INFORMATION

DATE	INITIALS	
		Name, address of owner and applicant
		Name, address, seal, and signature of engineer
		Legal description, general location
		Map showing location w/reference to the following:
		surrounding properties
		streets
		city limits
		other features within 1/4 mile (such as parks and etc.)
		Signature blocks for P&Z Chairman, Administrative Official, and Mayor
		Acreage of tract
		Date of original subdivision and any revisions
		Name of subdivision, north arrow, & scale
		Setbacks, buffers, proposed lot lines, lot dimensions, lot areas in square feet
		Location, dimensions, and names of existing and proposed streets
		New lot and block numbers
		Location of proposed sidewalks/trails
		Copy of any existing or proposed deed restrictions
		Existing or proposed easements or land reserved for public use within 200 feet
		Zoning of site: Present _____ Proposed _____.
		Monumentation
		Metes and bounds description including the following:
		dimensions, bearings, curb data, tangent length, radii, arcs, chords,
		central angles for all centerlines, ROW's, centerline curves on streets
		Proposed Utilities easements (water, sanitary sewer, storm sewer, public utilities, & others)
		Phasing plan of development if any

REQUIRED ENVIRONMENTAL INFORMATION

DATE	INITIALS	
		Identify environmentally sensitive features within 200 feet
		watercourses
		lakes
		wetlands
		habitat areas
		flood plains
		Existing ROW's and easements within 200 feet
		Specific Construction Site Erosion and Sediment Control plan
		Topography map at 5 ft contours
		Existing site drainage system
		Drainage calculation and perc tests (optional)
		Specific post construction Storm Water Management Plan
		Stormwater Pollution Prevention Plan

REQUIRED IMPROVEMENTS AND CONSTRUCTION INFORMATION

DATE	INITIALS	
		Proposed utility infrastructure plans including water, sanitary sewer, and storm sewer
		Spot and finished elevations at all property corners
		Construction details as required
		Road paving and cross sections plans
		Proposed street names
		Agreement for sidewalks
		Lighting plan and details

DOCUMENTS REQUIRED

DATE	INITIALS	
		Final Plat - Major Subdivision Checklist
		6 copies of Final Plat (no smaller than 8 1/2" x 11" & no larger than 24" x 36")
		Electronic copy of Final Plat
		PDF file of all documents
		Updated GIS data for all components within the system
		Copies of Resolution for consideration of the Planning & Zoning Commission
		Copies of Resolution for consideration of the City Council
		Applicable Law: Reference Iowa Code and City Code
		Subdivision Development Agreement outlining responsibilities of developer and city
		City Staff Review
		City Legal Review
		Complete legal description of subdivision
		Dedication of Plat
		Attorney's Title Opinion
		Treasurer's Tax Certificate
		Certification from Clerk of Court
		Certification of Recorder & Auditor
		Owner's Consent to Plat
		Lender's Consent to Plat
		Restrictive Covenants
		Conservation Easement (if any)
		Mortgage Release
		Subdivision Performance Bond or Letter of Credit