

## FINAL/MINOR SUBDIVISION PLAT CHECKLIST

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Zone(s) \_\_\_\_\_ PIN(s) \_\_\_\_\_

**General requirements for all plats and plans:**

	Approve	Disapprove	N/A
Name of development	_____	_____	_____
Title of Plan/Plat (ex. Site, final, preliminary, etc.)	_____	_____	_____
Name and address of engineer/surveyor	_____	_____	_____
Name and address of owner/developer	_____	_____	_____
Drawn to engineers scale	_____	_____	_____
North arrow and bar scale	_____	_____	_____
Date plan/plat prepared	_____	_____	_____
Location map (nearest intersection of two public streets)	_____	_____	_____
Total acreage	_____	_____	_____
Zoning boundaries and zoning of all property	_____	_____	_____
Location, bearings, distances of existing and proposed lot lines	_____	_____	_____
Existing, platted, and proposed streets (show names, SR#, R-O-W width)	_____	_____	_____
Existing railroad R-O-W's (width and name)	_____	_____	_____
Existing and proposed alleys (show width)	_____	_____	_____
Existing and proposed easements (show width and purpose)	_____	_____	_____
Existing buildings	_____	_____	_____
Boundary of floodway and floodway fringe	_____	_____	_____
Wetlands	_____	_____	_____
Location of storm drainage or flood control features (special landscaping, bridges, storm retention structures, culverts, ditches, etc.)	_____	_____	_____
Watershed Certifications and notes	_____	_____	_____

**Final plat and Minor Subdivisions:**

	Approve	Disapprove	N/A
Prepared by registered engineer or surveyor	_____	_____	_____
Map 18"x24"	_____	_____	_____
Outer boundary of subdivision indicated by heavy line	_____	_____	_____
Locate names of adjacent subdivisions	_____	_____	_____
Locate names of owners of adjoining property	_____	_____	_____
Show existing parks and open spaces	_____	_____	_____
In city limits or annexation package received	_____	_____	_____
Show front and side yard setbacks (corner lots only)	_____	_____	_____
Show lot numbers	_____	_____	_____
Bearings and distances to nearest established street line, section corner, or other recognized permanent marker (describe)	_____	_____	_____
Location and description of monuments and control corners (control corners must be labeled)	_____	_____	_____
All applicable plat notes from preliminary plat	_____	_____	_____
Certificates to be placed on plat:			
a. by surveyor/engineer for accuracy of survey and plat	_____	_____	_____
b. of title, showing applicant is landowner	_____	_____	_____
c. by owner dedicating streets, easements etc.	_____	_____	_____
d. City Engineer approval of streets, utilities, bond	_____	_____	_____
e. City Clerk	_____	_____	_____
f. Review Officer	_____	_____	_____

Submitters Signature \_\_\_\_\_