



FINAL/MINOR SUBDIVISION PLAT CHECKLIST

Project Name: _____

Location: _____

Zone(s) _____ PIN(s) _____

General requirements (Plats & Plans)

- Name of development
- Title of Plan/Plat
(Ex. Site, final, preliminary, etc.)
- Total acreage
- 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)
- Zoning boundaries and zoning of all property
- Proposed lot lines
(Location, bearings, distances)
- 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
- Storm drainage or flood control features
(Landscaping, bridges, storm retention, culverts, ditches)
- Watershed Certifications and notes

Final Plat & Minor Subdivisions

- Prepared by registered engineer or surveyor
- Map (size 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