



# Final Plat Review Checklist

**APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED**  
 For a complete list of required guidelines, refer to Chapter 12 of the City Code

Applicant Check-in		City Check-in
	<p><b>Final Plat Data Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Scalable electronic files and ten (10) sets of final plans, drawn to a scale of not less than one (1) inch equals one hundred (100) feet (or scale requested by the Zoning Administrator) illustrating any additions or adjustments required by the City at the time of preliminary plat approval.</li> <li>2. Name of plat, scale, and date signed by a registered land surveyor.</li> <li>3. Data required under regulation of the County Surveyor - accurate angular and lineal dimensions for all lines, angles, and curvatures used to describe boundaries, streets, easements, areas to be reserved for public use, and other important features.</li> <li>4. All lots and blocks clearly numbered, shown in the center of the block.</li> <li>5. True angles and distances tied to the nearest established street lines or official monuments (not less than three).</li> <li>6. Complete curve data, including radii, internal angles, points and curvatures, tangent bearings, and lengths of all arcs.</li> <li>7. Accurate location of all monuments.</li> <li>8. All certificates, seals and signatures required for the dedication of land and recording of documents.</li> <li>9. A statement dedicating all easements, streets, alleys, parks and public open spaces and other public areas not previously dedicated.</li> <li>10. Approval by signature of the chairman and secretary of the Planning and Zoning Commission, Mayor, City Administrator and applicable, County and State officials.</li> <li>11. Detailed plans and specifications for construction of public utilities including sanitary sewer, municipal water supply, drainage, erosion control, and flood control plans.</li> <li>12. A statement summarizing all changes which have been made in any document, plan data or information previously submitted, together with revised copies of any such document, plan or data.</li> <li>13. Final conditions, covenants, and restrictions and other documents relating to the operation and maintenance of the development including open areas and facilities. Documents to be in recordable format and recorded against each lot upon final plat approval.</li> <li>14. Draft development agreement.</li> <li>15. Evidence of clear title.</li> <li>16. Legal descriptions of all easements required by the City.</li> <li>17. Such other information as City staff, consultants, the Planning Commission, Zoning Administrator, or Council shall find necessary to a full consideration of the proposed final plat.</li> </ol>	
	<b>Permit application fee:</b> \$200.00	
	<b>Completed application form</b>	
	<b>Other</b> (if applicable)	

ALL PLANNING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED REVIEW COSTS. LEGAL, ENGINEERING, AND ASSOCIATED REVIEW COSTS ARE THE RESPONSIBILITY OF THE APPLICANT