



## Final Plat, Replat, Minor Subdivision and Amending Plat Checklist

Case Number: _____	√ = OK □ = Deficient	N/A	Comments
Case Number	<input type="checkbox"/>	<input type="checkbox"/>	The case number will be provided by staff.
Sheet Size	<input type="checkbox"/>	<input type="checkbox"/>	A sheet size of 24" x 36" is required.
Engineering Plans & Checklist	<input type="checkbox"/>	<input type="checkbox"/>	Initial Submittal: Water, Sewer, Paving and Drainage ( <b>ENGINEERING CHECKLIST IS REQUIRED</b> )
<b>Title Block:</b>			
Type of Plat			✓ Provide the title block information in the lower right hand corner.
Subdivision Name			✓ All Final Plats, Minor Subdivision Plats, and Amending Plats should bear the words "Final Plat"
Lot / Block Designation	<input type="checkbox"/>	<input type="checkbox"/>	✓ Replats should bear the words "Final Plat Being a Replat of..."
Number of Lots			
Total Acreage			
City, State, County			
Owner, Developer, and Engineer (Name/Address/Phone Number)	<input type="checkbox"/>	<input type="checkbox"/>	
Standard Plat Wording / Dedication Language	<input type="checkbox"/>	<input type="checkbox"/>	Use the standard plat wording approved by the city [Section 13, Article 12, "Platting," of the Unified Development Code].
Seal / Signature	<input type="checkbox"/>	<input type="checkbox"/>	Required to have the seal and signature of surveyor and/or engineer preparing the Plat.
North Arrow	<input type="checkbox"/>	<input type="checkbox"/>	
Numeric and Graphic Scale	<input type="checkbox"/>	<input type="checkbox"/>	Plats should be drawn to an Engineering Scale of 1"=50', 1"=100', etc...
Building Lines	<input type="checkbox"/>	<input type="checkbox"/>	Label the building lines where adjacent to a street.
Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>	A Vicinity Map should show site relative to immediate surroundings.
Legal Description	<input type="checkbox"/>	<input type="checkbox"/>	Place the Legal Description (Metes and Bounds Description / Field Notes) in the Upper Right Hand Corner.
Street Names	<input type="checkbox"/>	<input type="checkbox"/>	All street names must be approved by the Fire Department.
Zoning With Disclaimer	<input type="checkbox"/>	<input type="checkbox"/>	Use the following standard city wording for disclaimer of existing zoning: "Zoning classifications indicated on this plat reflect the zoning in place at the time this plat was approved and does not represent a vested right to the zoning indicated."
Setbacks With Disclaimer	<input type="checkbox"/>	<input type="checkbox"/>	Use the following standard city wording for disclaimer of setbacks: "Existing or future minimum set-backs established by City Ordinance shall take precedence over building lines indicated on this plat."
Lot (Width, Depth and Area)	<input type="checkbox"/>	<input type="checkbox"/>	Designation of Square Footage of all lots not rectangular in shape.
Adjacent Property Owners	<input type="checkbox"/>	<input type="checkbox"/>	Indicate all adjacent property owners and / or all adjacent subdivision information.
Acreage and Square Footage of Each Lot	<input type="checkbox"/>	<input type="checkbox"/>	
Easements	<input type="checkbox"/>	<input type="checkbox"/>	Label all easements relative to the site and include the type and width.
Corner Clips	<input type="checkbox"/>	<input type="checkbox"/>	Corner clips are required at all intersections.
Property Lines	<input type="checkbox"/>	<input type="checkbox"/>	Provide all the existing and platted property lines.
Adjacent Streets	<input type="checkbox"/>	<input type="checkbox"/>	Show streets with centerline and right-of-way.
Right-Of-Way	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Right-Of-Way	<input type="checkbox"/>	<input type="checkbox"/>	Show any proposed right-of-way dedication.
Perimeter	<input type="checkbox"/>	<input type="checkbox"/>	A fee will be assessed on unimproved perimeter streets.
Block Length and Cul-de-sacs	<input type="checkbox"/>	<input type="checkbox"/>	Blocks should not be longer than 500' and cul-de-sacs should not be longer than 600'.
Temp. Turnarounds	<input type="checkbox"/>	<input type="checkbox"/>	Is required where street dead ends and is not longer than 15'.
Sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	A 4' or 6' sidewalk is required along both sides of all streets.
Street Marker Fees	<input type="checkbox"/>	<input type="checkbox"/>	A \$250.00 fee is required per intersection prior to the filing of a plat.
Street Trees and Screening	<input type="checkbox"/>	<input type="checkbox"/>	Are required along all arterials and collectors.
Topographical Contours	<input type="checkbox"/>	<input type="checkbox"/>	Topography by contours at intervals are required as a part of the initial submittal for minor subdivision plats (delete for the final submittal).
Flood Elevations	<input type="checkbox"/>	<input type="checkbox"/>	Show 100-Year floodplain and floodway boundaries.
Developer Agreement	<input type="checkbox"/>	<input type="checkbox"/>	Only when applicable; Council must approve prior to the filing of the plat.
<b>Final Signatures and Seals:</b>			
Owners	<input type="checkbox"/>	<input type="checkbox"/>	Seals must be on the final submittal or the plat will not be able to be filed.
Surveyors	<input type="checkbox"/>	<input type="checkbox"/>	
Notary	<input type="checkbox"/>	<input type="checkbox"/>	