

Name of Development: _____

**FINAL PLAT SUBMITTAL CHECKLIST
CITY of URBAN DALE, IOWA**

This Column for Applicant's Use	Information to be provided on Plat Drawing	These Columns for City's Use	
		Approved	Not Approved
1.	Eight (8) paper copies of Plat at scale of at least 1"=50', folded to 8" x 14" maximum size; and one copy in PDF format.		
2.	Name of subdivision, date, north arrow, and scale. Name must be unique for County.		
3.	Legal description of property being platted. Legal must be tied to two Section corners or two established monuments.		
4.	Boundary lines of subdivision area with accurate distances, bearings and boundary angles, adjoining subdivisions and streets		
5.	Exact names, width, lot designations, and center lines for all streets within the subdivision.		
6.	Curve data including delta angle, length of arc, degree of curve, radius and tangent.		
7.	Description and location of all permanent monuments set or to be set, including ties to original government corners. Plat closure statement.		
8.	Lot numbers and addresses. Number all lots progressively beginning with 1. Letter all streets, etc. progressively beginning with A, and note purpose.		
9.	Building setback or restriction lines.		
10.	Public easements, showing width and purpose. This includes storm, sanitary, surface water flowage, water mains, temporary construction (along arterials), pedestrian, temporary turn-arounds, public utilities, etc. Provide book/page numbers for existing easements.		
11.	Certification by Licensed Professional Land Surveyor in the State of Iowa.		
12.	100-year floodplain and floodway boundaries.		
13.	<p>Add these Plat Notes (if applicable):</p> <ul style="list-style-type: none"> • All future driveways shall be located so as not to conflict with manhole and intake structures. • Maintenance of all drainage tile lines is the responsibility of the Home Owner's Association. • No lot shall have direct access to _____ Street. • No fences shall be allowed in the 50-foot landscape area along _____ Street. • In any area where a public utility easement (PUE) overlaps, or is coincident with, a designated utility easement for sanitary sewer, water main or storm sewer, the use of the PUE is subordinate to the use of a designated easement for sanitary sewer, water main or storm sewer purposes. Utilities located in the PUE that are in conflict with the use of a designated easement for sanitary sewer, water main or storm sewer purpose must relocate without expense to the owner of the sanitary sewer, water main or storm sewer. The use of the PUE is subordinate in perpetuity including any future use of the easement designated for sanitary sewer, water main or storm sewer purposes. • Indicate ownership of Outlots 		

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1.	Certified and approved plans and profiles (and special provisions to specifications where required) of all streets, sanitary and storm sewers, water mains, sidewalks (if rear yard walks) and other appurtenances.		
2.	A Warranty Deed to the City, properly executed, for all public streets, parks, and any other property intended for public use, and Ground Water Hazard statement. (Original and one electronic copy).		
3.	Executed easements, using the City's standard forms, for public sanitary sewers, storm sewers, surface water flowage, water mains, pedestrian, temporary construction, and temporary turnarounds. (Original and one electronic copy).		
4.	Attorney's Opinion (less than 30 days old) of title of land being platted, stating names of the proprietors and holders of mortgages, liens, or other encumbrances, and noting the encumbrances and any bonds securing the encumbrances. (Original and one electronic copy).		
5.	The following Certificates and Consents (Original and one electronic copy):		
	(a) By the Owner and spouse, if any, that "the plat is prepared with their free consent and in accordance with their desire." This statement must be signed and notarized.		
	(b) Subordination and release of any liens for easements and public dedications (respectively).		
	(c) From mortgage holders or lien-holders, if any, that "the plat is prepared with their free consent and in accordance with their desire." This statement must be signed and notarized.		
	(d) From the County Treasurer, that "the subdivision is free from certified taxes and special assessments", or "is free from certified taxes and that the certified special assessments are secured by bond in compliance with Code of Iowa, Section 354.12."		
6.	Separate exhibit sheet certified by Licensed Professional Engineer in the State of Iowa with minimum basement elevations, minimum opening elevations, and depressed sidewalk overflow locations.		
7.	As-built grading drawings submitted verifying the as-built elevations of critical locations on the site, to include verification of all spot elevations shown on the public improvement construction drawings (including but not limited to the rear corners, the mid-point of the side yard lines, the front lot corners where the storm water flows from the rear yard to the front yard, overflow locations, and along the proposed drainageways and easements), sanitary sewer manholes, and all storm water management facilities (including but not limited to detention areas, intakes, structures, sub-drain cleanouts, and flared end sections) are in compliance with the approved grading plan. Elevations shall be within 0.2 feet of the approved grading plan. A certification statement signed by the applicant's engineer and land surveyor indicating that the grading and storm water management facilities were constructed as designed shall also be submitted."		

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8.	Payment for street signs		
9.	Sanitary Sewer Fee		
10.	Surety Deposit for public improvements not completed such as pavement (including turn lanes), sanitary sewers, storm sewers and storm water detention, water mains, internal sidewalks, buffer plantings, and erosion control. Payment for arterial sidewalks.		
11.	Storm Water Facility Maintenance Agreement. Bond for cleanout of detention pond.		
12.	Four-year Maintenance Bonds for all public improvements (pavement, sanitary sewers, storm sewers, and water mains)		
13.	Parkland agreement, hold-harmless agreement, other items		
14.	Homeowner's Association documents and protective covenants or restrictions, if any		
15.	Submittal Fee for Major or Minor Plat		

___ I hereby certify that all of the information and submittals listed on this checklist are included with or on the attached plat; or

___ I hereby acknowledge that application for final approval of the Subdivision Plat has not been made unless and until all of the information and submittals listed has been filed, and that acceptance of a partial submittal by the City shall not be construed to be a waiver of any requirement.

Signed _____
Applicant

Effective date of form: April 4, 2018