

**CITY OF CEDAR RAPIDS, IOWA – DEVELOPMENT SERVICES DEPARTMENT**

**FINAL PLAT CHECK SUBMITTAL CHECKLIST**

**FINAL PLAT (NAME)** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_ **PROPERTY OWNER:** \_\_\_\_\_

**NO. OF NUMBERED LOTS** \_\_\_\_\_ **NO. OF LETTERED LOTS** \_\_\_\_\_

**AREA OF PLAT:** \_\_\_\_\_ **acres**

**SITE LOCATION:** \_\_\_\_\_

**LAND USE:** \_\_\_\_\_

\_\_\_\_\_ **SUBMITTAL TO CITY** \_\_\_\_\_ (date)

- \_\_\_\_\_ Copy of Approved Preliminary Plat with Certification and City approval conditions provided
- \_\_\_\_\_ Preliminary Plat resolution conditions applicable to final plat area addressed? Y/N
- \_\_\_\_\_ Applicable Subdivision Ordinance requirements addressed? Y/N
- \_\_\_\_\_ Rezoning Ordinance/Site Development Plan Resolution conditions addressed (if applicable)
- \_\_\_\_\_ Draft copy of the Final Plat with confirmation reviewed by land surveyor
- \_\_\_\_\_ Utility Easements Approved by Utility Companies prior to Final Plat Approval Submittal
- \_\_\_\_\_ Note on plat prohibiting placement of above-ground utility structures where utility easements cross sewer, water, drainage, or access easements, or in corner visual clearance areas.
- \_\_\_\_\_ Associated Documents, Certificates & Agreements
  - \_\_\_\_\_ Dedication Certificate (or Owners Certificate), identify all lots being dedicated to the City & purpose of dedication
  - \_\_\_\_\_ Surveyor's Certificate
  - \_\_\_\_\_ Resolution Approving Plat (see City standard format on website)
  - \_\_\_\_\_ Agreement to Annex & Application for Voluntary Annexation (if applicable)
  - \_\_\_\_\_ Development Agreement
  - \_\_\_\_\_ Petition & Assessment Agreement(s) \_\_\_\_\_
  - \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Check Submittal of Improvement Plans for Public Improvements? Y/N
  - \_\_\_\_\_ All applicable easements shown on final plat
    - \_\_\_\_\_ Easements outside of final plat boundaries required? Y/N
    - \_\_\_\_\_ Draft copies provided? Y/N
  - \_\_\_\_\_ Storm Water Management Facilities to be located on or service this site? Y/N
    - \_\_\_\_\_ Storm Water Detention Basin(s) (dry bottom)? Y/N
    - \_\_\_\_\_ Storm Water Retention Basin(s) (wet bottom)? Y/N
    - \_\_\_\_\_ Storm Water Quality basin or structures? Y/N
    - \_\_\_\_\_ Public or Private Facilities? \_\_\_\_\_
    - \_\_\_\_\_ Basin outside of final plat boundaries? Y/N
    - \_\_\_\_\_ Maintenance Agreement required? Y/N
- \_\_\_\_\_ Storm Sewer Payor Registration and Notification form completed
- \_\_\_\_\_ City staff review comments due on \_\_\_\_\_ date *(For City Use ONLY)*

**REQUIRED INFORMATION:**

- \_\_\_\_\_ 1. Existing boundary, lot line(s) tied to two section corners, or two monuments of record
- \_\_\_\_\_ 2. All sheets maximum 18" x 24"
- \_\_\_\_\_ 3. Plat scale to a standard engineering scale
- \_\_\_\_\_ 4. All required agreements submitted on 8-1/2" x 11" size paper

- \_\_\_\_\_ 5. All required certificates submitted on 8-1/2" x 11" size paper and executed by appropriate parties, as follows:
  - \_\_\_\_\_ a. Dedication Certificate or Owner's Certificate
  - \_\_\_\_\_ b. Leinholders certificate (assessment paid/consent) (if applicable)
  - \_\_\_\_\_ c. Resolution approving the final plat
  - \_\_\_\_\_ d. Treasurer's certificate
  - \_\_\_\_\_ e. Land Surveyor's certificate
- \_\_\_\_\_ 6. First Plat Sheet Only
  - \_\_\_\_\_ a. Location Map, including North Arrow, Primary Highway(s), Arterial Street(s), Collector Street(s), Local Street(s), Named Waterways and Corporate Limit
  - \_\_\_\_\_ b. Legal description of land being platted, with area (optional if in Surveyor's Certificate)
- \_\_\_\_\_ 7. All plat sheet(s) include the following:
  - \_\_\_\_\_ a. Subdivision Name
  - \_\_\_\_\_ b. Standard Legend, North Arrow and Bar Scale
  - \_\_\_\_\_ c. Existing Easements and Rights-of-way with widths. Easements shall be retraceable
  - \_\_\_\_\_ d. Existing boundary, Lot Line(s) tied to two section corners, or two monuments of record
  - \_\_\_\_\_ e. Adjoining plats recording information
  - \_\_\_\_\_ f. Proposed lots, with numbers/letters, and areas. Dimensions, angles or bearings to accurately establish the boundaries of each lot, street, and easement. Lots designated by letters to have use clearly designated.
  - \_\_\_\_\_ g. Approximate Flood Plain and Floodway Boundaries, Designation, Source, and Date of Information
  - \_\_\_\_\_ h. Proposed Easements and Rights-of-Way with widths. Easements shall be retraceable.
  - \_\_\_\_\_ i. Other items as required in State Code.