

FINAL PLAT SUBMITTAL CHECKLIST
CITY of URBANDALE, IOWA

This Column for Applicant's Use	Information to be provided on Plat Drawing	These Columns for City's Use	
		Approved	Not Approved
1.	Fourteen (14) 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. (Storm, sanitary, surface water flowage, pedestrian, temporary turn-arounds, public utilities)		
11.	Certification by Registered Land Surveyor.		
12.	Minimum floor elevations, 100-year floodplain and floodway boundaries.		
Documents and Fees to be submitted with Plat			
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, water mains, open space walkways, 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):		

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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.	Payment for street signs (contact City Engineer to determine amount)		
7.	Sanitary Sewer Fee (contact City Engineer to determine amount).		
8.	Surety Deposit for public improvements not completed (pavement, sanitary sewers, storm sewers and storm water detention, water mains, sidewalks, and erosion control).		
9.	Four-year Maintenance Bonds for all public improvements (pavement, sanitary sewers, storm sewers, and water mains)		
10.	Parkland agreement, hold-harmless agreement, other items		
11.	Homeowner's Association documents and protective covenants or restrictions, if any		
12.	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